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M A G A Z I N E

NOVEMBER/DECEMBER 1995

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Volume 2 Issue 4

getting
the most from your
home PC

PLUS

Preview of Access 95

Tips on using

Publisher, Word,

Project, and Money



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For more information about Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. Or call (800) 727-3351 and request faxes on Microsoft products, price lists, events, and question-and-answer documents.

Microsoft Magazine is published bi-monthly by TPD publishing on behalf of Microsoft Corporation. Please note that Microsoft reserves the right to edit submissions. Prices quoted and product availability are good in the 50 United States of America only. Retailer prices may vary.

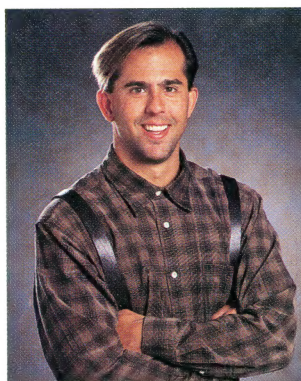
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Microsoft is a company that believes in conducting research to find out what users of our products like and don't like, and what they really want from future versions.

Well, our curiosity once again got the best of us and we wanted to find out what you thought of the "new" Microsoft Magazine—the September/October issue. In September we conducted focus groups in Los Angeles, California, and Washington, D.C., and asked for feedback. Here is what we found out.

The overwhelming majority was pleased with the new design, citing it as easy-to-read and well-organized. A good number of the focus group participants felt that the content was a great improvement over previous issues; however, we need to give you even more in-depth, how-to information that is not mixed with sales messages.

While this has been our goal since Microsoft Magazine's birth in September 1994, your feedback gave us a kick in the pants to stop taking baby steps toward our target and make a giant leap for it. With this issue we have attempted to give you what you want, more in-depth, how-to information, with sales information in separate sidebars or at the end of articles so you can read it after you have finished the productivity information.

Another opinion shared was the fact that we have been focusing too heavily on Windows 95 and the Windows 95 versions of our products. Since some of you have not yet upgraded, you felt this information was not relevant. Rest assured, we are not abandoning users of previous versions of our products. We will continue to have a balance of information between Windows 95 (and related versions of our applications) and the previous versions as well. For example, in our article on creating holiday cards using Word for Windows (page 30) we used Word for Windows 95; however, the steps can also be applied if you are using Windows 3.x. We will identify any steps that may be specific to Windows 95 versions of products within our articles, so you don't try a step that may not work with your earlier version.

While we will continue to conduct research to find out what you want, the best way to make sure we provide the information you need is to tell us. We encourage your feedback. Please email, snail mail, or fax us with your comments and suggestions on the type of articles you want to read. Just remember, this magazine is for you, and we want to make it as useful as we can.

Happy Holidays!

Jon Ganio
Editor-in-Chief

View Microsoft Magazine online at:
<http://www.microsoft.com/magazine/>

Continuing Windows 3.x coverage

As might be expected, your September/October issue is devoted entirely to Windows 95 and upgrading all your other old familiar programs. There are still plenty of us who are going to be using the old Windows for some time to come and I for one have benefited from your past hints on using Word and Works for Windows. Now I have the feeling we are about to be abandoned. I hope that you will continue to include material in your magazine which will be of help to those of us who do not immediately jump into Windows 95.

William C. Morrison
wcmorrison@aol.com

We received a lot of letters from our readers expressing the same sentiment. We understand that not everyone is going to upgrade to the newest versions of Microsoft products as soon as they come out; therefore, while Windows 95 remains new, Microsoft Magazine will continue to publish tips and tricks for the older versions of our products as well as tips, tricks, and information on the latest releases. -Ed.

No email support?

Page 60 of your publication has a section labeled "Support Online" in red letters. Aha, I thought, surely they will have a Microsoft Tech Support E-mail address listed here! I read it three times. No Tech Support E-mail address was seen. Is this an oversight? Seems like E-mail should be an efficient way to do tech support from both the user and supplier perspective.

rikshafer@aol.com

Managing support via email is a complex process. In order to do an effective job we would need mechanisms that get the customer to the right place as well as tools for account management, tracking, escalations, and so on not currently available. We are dedicated to meeting your changing support needs, which is why we provide a wide range of support alternatives and continue to investigate other options including online support. -Ed.

What's the cost?

I wish you wouldn't be so coy about prices in Microsoft Magazine! I've just been reading about so many components I'd like to have from the latest issue, but I want to know whether they're \$50 or \$500, and all you say is that the prices are set by retailers, which is obviously true, but still it's an unquality moment! Please reconsider!

Toby Atkinson
toby@vmark.com

Estimated retail prices have now been added to the Marketplace section. -Ed.

Thanks for the Works

I must thank you for putting out the Microsoft Magazine. I had just acquired Microsoft Works and your latest issue (September/October) helped me out greatly. The story "The Works for Windows 95" gave me a much better knowledge of this product. The article actually fixed a major problem that I was having. Keep up the good work.

jgrmistr@aol.com

Kid stuff

Just wanted to let you know that people other than business people read your cool little magazine. I'm only 13 and I read it. I live practically in the middle of nowhere and because there isn't anything to do I made my Dad buy me a computer and subscriptions to computer magazines—fortunately yours was one of them. I am currently in the process of making him buy Windows 95 and your magazine is helping a lot!

Alexis A. King
alexis_a_king@expression.org

You're welcome

Just wanted to let you know that I think you are doing a great job with your magazine! In addition, the web site looks great with some fine tips. Thanks for helping Microsoft keep its name it deserves in the software industry.

Paul A. Bosanac
pbosanac@voyager.net

Correction

Many readers wrote in explaining they were having trouble with the Customizing Your Start Menu tip on page 23 of the September/October issue. The tip is correct as it appears; however, it looks like a space appears between the curly brackets. There should be no spaces between the word "Panel" and the period that follows, nor between the period and the left-hand curly bracket. Hopefully this will clear things up for those who had difficulty making the tip work. -Ed.

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Microsoft Magazine goes online!

Microsoft Magazine is now available in an online version on the World Wide Web. As promised in the last issue, *Microsoft Magazine* online went "live" on September 15.

<http://www.microsoft.com/magazine/>

It features all the news, articles, and tips that you've come to appreciate in the print version of the publication, along with the chance to jump to all kinds of interesting pages on the World Wide Web. If you're reading our story about Microsoft Office for Windows 95, for example, you only have to click on the on-screen link and you'll immediately jump to more product information about Office for Windows 95.

Microsoft sets special prices for the holidays

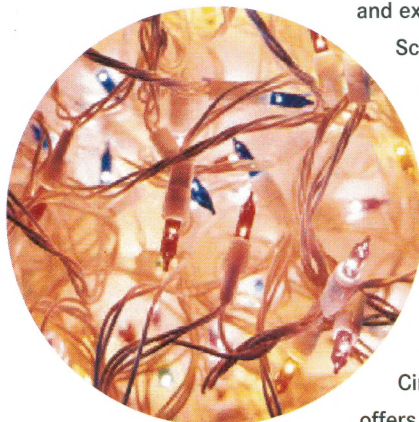
This year, Microsoft is hosting its biggest holiday promotion ever. Dubbed the "Just What I Wanted" Holiday 95 promotion, the campaign features Microsoft's hottest new titles in three great gift-giving categories: Gifts for Fun, Gifts for the Imagination, and Gifts for a Better Way.

Gifts for Fun are games and products geared to entertainment and include the new *Fury*³ action arcade game for Windows 95, the *Sidewinder*[™] 3D Pro Digital Joystick, the popular *Flight Simulator*[®] 5.1, and *Microsoft Golf 2.0* CD-ROM.

Gifts for the Imagination are interactive, educational, and explorational products including the three Scholastic's *The Magic School Bus*[™] titles, the new *Microsoft EasyBall* trackball for children, and 3D *Movie Maker*.

Gifts for a Better Way offer products that can increase productivity. Titles include the just-updated *Encarta*[®] 96 Encyclopedia, the *Microsoft Natural Keyboard*[™], *Microsoft Bob*[™], *Microsoft Publisher CD Deluxe* for Windows 95, *Microsoft Automap*[®] Streets, and the just-released *Cinemania*[®] 96. Check with your retailer for other offers in conjunction with the Just What I Wanted promotion. To give you a hand getting up and running with your

new holiday gifts, Microsoft Product Support lines will be open on Christmas Day, the day after Christmas, and New Year's Day, in addition to standard business hours. The phone numbers are included with the software purchase.



A learning experience

Microsoft is stepping up its efforts to help children, parents, educators, and school administrators use technology more effectively as a teaching tool.

The Help 95-96 workshops are day-long seminars designed for K-12 principals, technology coordinators, superintendents, and media specialists. The workshops are free and are hosted by Microsoft representatives who demonstrate multimedia titles along with Windows 95 and the Microsoft Network, discuss the most important steps to technology planning, show how other

schools have incorporated technology into their schools, and share ideas on how to stretch your limited purchasing dollars. If you qualify for the above, call 1-800-704-8215 to obtain the name of the workshop nearest you.

The Family Technology Night program is geared to K-12 schools and is offered at this time in twenty-five major metropolitan areas across the United States. These evening presentations are designed to introduce parents, students, and educators to exciting new multimedia technology that is readily available for home and school use. If your school technology coordinator is interested in hosting a

the EasyBall
ROLLS out



The Microsoft EasyBall[™] mouse makes it easier than ever for children to use a computer. This trackball mouse is designed specifically for use by kids between the ages of two and six. The trackball allows them to use Windows-based applications quickly and confidently. Because it requires less fine-motor control and, being a trackball design, remains stationary so that kids never run out of room to maneuver it on a desktop. To celebrate the first offering of EasyBall, Microsoft is offering a free copy of the *Microsoft Explorapedia*[™] children's encyclopedia to everyone who purchases the Microsoft Easyball for a great combined value.

Special pricing available for Office for Windows 95 upgrades

Special introductory pricing has been extended until December 31, 1996 for those upgrading to Microsoft Office for Windows 95 Standard Edition and Microsoft Office for Windows Professional Edition.

Microsoft Office product upgrade is available to anyone who **currently has one** of the more than sixty popular productivity applications including Microsoft Office, Word, Microsoft Excel, PowerPoint®, Access, Lotus Development's SmartSuite, Lotus® 1-2-3®, Ami Pro®, Novell® PerfectOffice, and many others. Anyone who has a qualifying upgrade product can upgrade to Microsoft Office for Windows 95 Standard Edition for \$249 and to Microsoft Office for Windows 95 Professional Edition for \$349. Contact your local retailer for a full list of qualifying products.

Those who have Windows 3.x versions of Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Access, or Microsoft Office are eligible for a \$40 rebate when they buy Microsoft Office for Windows 95 Standard Edition or Microsoft Office for Windows 95 Professional Edition. A coupon to apply for the rebate is included in the box when you buy either version of Office for Windows 95.

Existing licensed users of Microsoft Schedule+ who upgrade to Schedule+ version 1.0 for Windows 95 can get a \$20 rebate by returning a coupon included in the Schedule+ box.

Free Microsoft software and tips available on the Web

There may be no such thing as a free lunch, but there's a lot of great free Microsoft software and tip files available on the World Wide Web service of the Internet. Take a wander around the Microsoft Internet pages at <http://www.microsoft.com/> or start by looking at the following offerings at these Web addresses:

http://www.microsoft.com/kb/softlib/office/q_excel.htm/

Here you'll find thirty-five files from the Microsoft Excel Software Library, including an applications note and a Help file containing the 100 most-used background articles on Microsoft Excel 5.0.

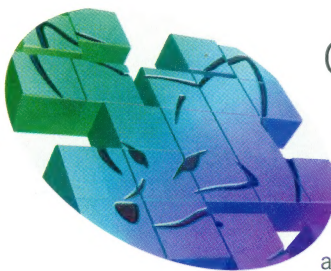
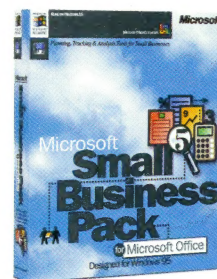
http://www.microsoft.com/kb/softlib/windows/windows95/q_cdxacc.htm/

If you bought the floppy disk version of Windows 95 and want to get hold of all those extra goodies from the CD-ROM version, this is the place to get them. Included are the Online User's Guide and the Quick View accessory, which enables you to preview a document without opening the program.

Microsoft Small Business Pack

The new Microsoft Small Business Pack is designed specifically to help small businesses use Microsoft Office in starting, managing, and growing their operations. Designed for use with Microsoft Office for Windows 95 Professional Edition, the Small Business Pack includes task-based tools for completing tasks common to growing businesses.

These tools include a Business Planner with financial statements and projection tools to help you set up your business or plan for the long term and a Business Analyzer that compares your company to industry norms (pinpointing strengths and weaknesses and providing reports on operating capital, total estimated cash market value, trading cash cycles, and your break-even point). The pack also includes a huge variety of business forms such as invoices, statements, time sheets, and purchase orders.



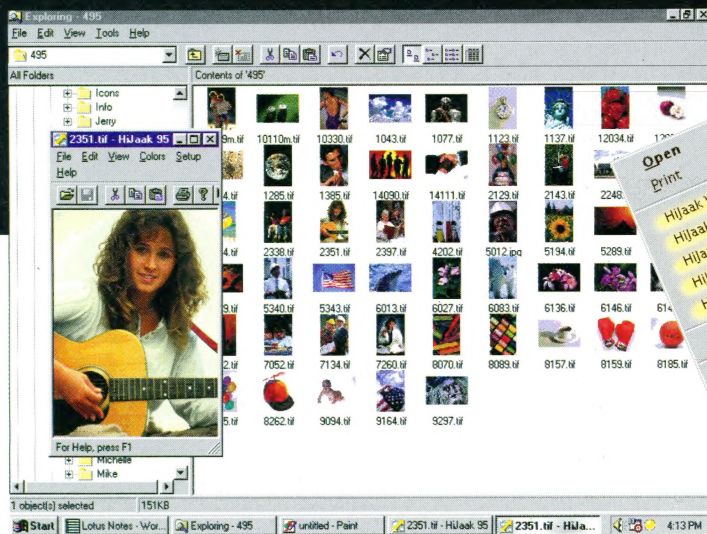
Client/Server applications development like a fox

Microsoft Visual FoxPro® 3.0 for Windows and Visual FoxPro 3.0, Professional Edition, are now shipping. They are designed to offer database developers a choice of powerful, rapid applications and client/server database-development tools that provide full object-orientation and a great way to develop applications for Windows® 95 and Windows NT™.

Visual FoxPro 3.0 lets you preserve existing code written for the award-winning FoxPro 2.x. This means that you can quickly and easily convert and enhance that code as a powerful, state-of-the-art Windows-based program with full access to client/server network architectures through the use of the ODBC 2.0 database standard.

Windows® 95 graphics the way it should be

A revolutionary system utility that optimizes Windows 95 for Graphics!



Optimizing Windows® 95 for graphics is just a right mouse click and a **HiJaak® 95** away!



HiJaak95 revolutionizes the way you work with graphics by integrating its award-winning graphics technology into the heart of the Windows 95. With HiJaak 95, working with graphics is as simple and natural as working with any other data type.

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HiJaak application window or from the Windows 95 operating system. See thumbnails of virtually any image from anywhere in Windows 95. Search, find, organize, manage, capture, convert, view, print, and enhance virtually any image from anywhere in Windows 95 without ever having to run a separate utility. And much more!

HiJaak 95 makes you more productive with graphics by revolutionizing the way you work in Windows 95.



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Circle 102 on the Reader Response Card

Microsoft Access for Windows 95, which was released in early October, has been designed to be easy enough for database beginners to get productive quickly, while rich enough in features and power to satisfy the heavy demands of experienced database developers.

The new 32-bit version of Microsoft Access, which sells on its own or as part of Microsoft Office for Windows 95, Professional Edition, makes heavy use of Microsoft's wizard and IntelliSense™ technologies to provide a more simple way of creating and developing databases. At the same time, it includes a rich programming environment and Visual Basic® for Applications to offer the power and flexibility that long-time Microsoft Access users have come to expect.

GETTING STARTED

You don't have to know anything about database design to get started with Microsoft Access for Windows 95.

The Database Wizard includes more than twenty customizable templates to create full-featured applications from scratch. You just choose the information you want the application to work with, and the Database Wizard builds a custom application based on that information. The applications you might create here would typically include everything from a basic name-and-address database (the classic simple database design example) to a more complex, relational retail one that uses data held in separate tables for inventory, sales records, and products on order.

Relational databases allow common information (held in different database tables) to be shared so that it is not duplicated needlessly. As an example, suppose you are a video store owner, eventually a customer will come in and forget their

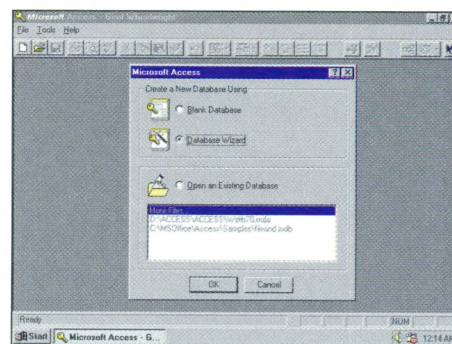
Microsoft
access
Makes
database
creation
easy

video-club membership card. Instead, the customer could supply their phone number. With this information, the full customer information can be "brought over" into the invoice screen, because in the club membership database there is a relationship between the phone number and customer data.

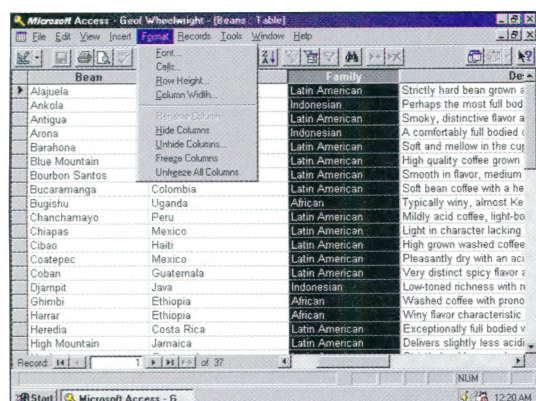
When you use Microsoft Access and the Database Wizard to create these solutions, they are automatically designed to include all of the necessary tables (including table relationships), queries, forms, and reports, and even a custom switchboard for the application.

When you work in the sheet mode of Microsoft Access for Windows 95, you can quickly define new columns or delete old columns. Microsoft Access automatically determines the appropriate data types based on the information you type in each column. This means that you don't have to predefine fields to contain text, numbers, dates, or any other common data types. In addition, Microsoft Access also automatically adds indexes where it is appropriate.

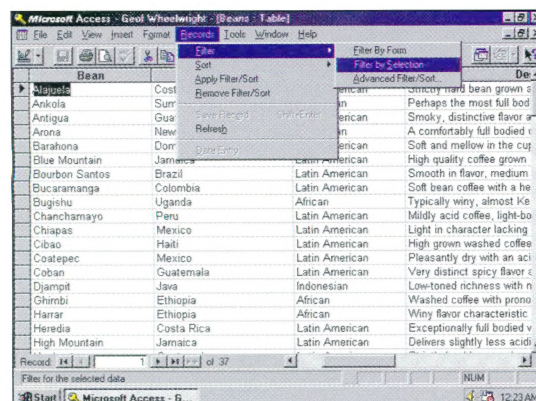
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ACCESS FOR
WINDOWS 95.



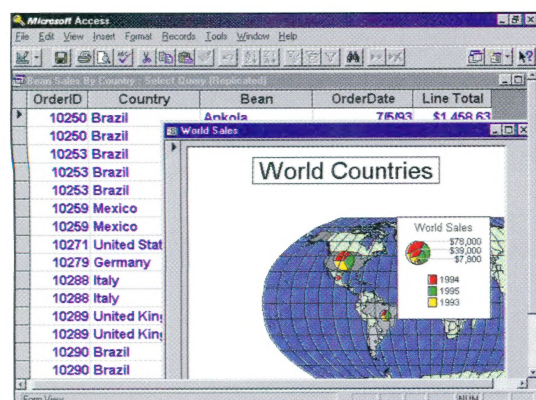
You can use the Database Wizard in Access to choose which type of database to create based on the task at hand.



When you work in the sheet mode of Microsoft Access for Windows 95, you can quickly define new columns or delete old columns.



Using Filter by Selection, Microsoft Access 95 lets you highlight a selection of information and then filter the underlying data based on that selection.



When you have Microsoft Excel 95 installed and use its mapping tool from within Microsoft Access, you can actually map your database information on a real, geographical map.

Finally, for people who have familiarity with designing databases and may wish to use an existing flat-file database as a starting point for creating full relational databases, Microsoft Access for Windows 95 includes the Table Analyzer Wizard.

It can intelligently use ordinary flat-file basic database information (created in a wide variety of data formats) to create a relational database. This comes in handy if you are “moving up” from the use of a modest database product (like the database provided in Microsoft Works) and want to be able to move all your data over to Microsoft Access. Relational databases are almost always more productive with stored data than simple flat-file databases.

FINDING WHAT YOU WANT

Using the Filter by Selection feature, Microsoft Access lets you highlight a selection of information and filter the underlying data based on that selection.

You can also filter by data form. In a sales-record database, for example, you might want to find out which sales were made to a specific customer over a given time period. Type in the date range and the customer's name on the form, and Microsoft Access finds all matching information and presents it back to you in form mode.

INTEGRATION WITH OTHER APPLICATIONS

With Microsoft Access for Windows 95, Microsoft has made it easier to bring information from other applications into your database. This can be done with features such as the Table Analyzer Wizard and the new Import/Export Wizard. In addition, a number of new integration features go beyond data integration.

If you're using Microsoft Office for Windows 95, Professional Edition, you may want to make use of the extensive data-analysis capability offered by the PivotTable® dynamic views in Microsoft Excel. This lets you look at your data from a variety of angles very quickly (such as, instantly switching from viewing the sales data of four major regions by salesperson over four quarters to a quarter-by-quarter breakdown of each salesperson's performance by region).

Even more impressive is the way you can actually “map” your database information onto a real, geographical map. If you want get some idea of the power this offers, just think about being able to get a quick view of where your biggest sales are on a state-by-state basis. This is now quite easy to do using the Microsoft Excel for Windows 95 mapping tool from within Microsoft Access. The mapping tool is designed to work with either Microsoft Excel data ranges or Microsoft Access data, and it works the same way in both applications. You just insert the map object on a Microsoft Access form and work with it as you would in Microsoft Excel. **M**

Microsoft Access: simply powerful

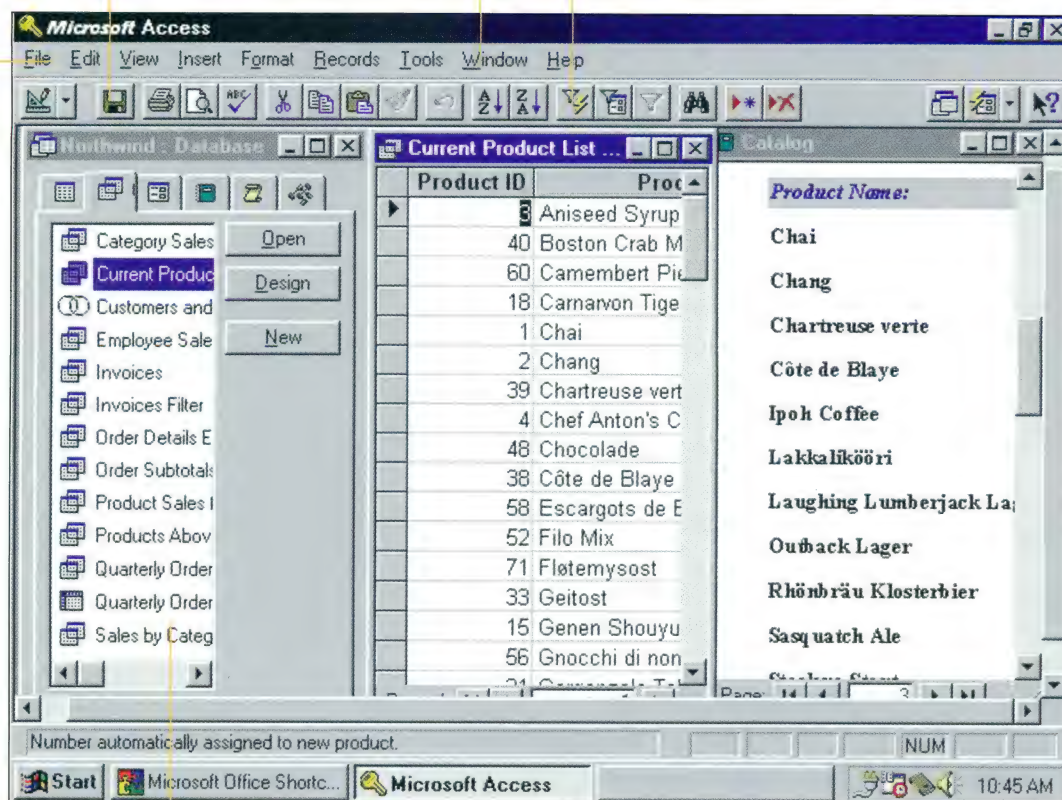
Using different windows in Microsoft Access for Windows 95, it's easy to look at the multiple tables within a single database at once. Here you see three of the seven tables contained in this sample database, as well as a window showing all of the available tables.

A context-sensitive toolbar ensures that you see only the functions you actually need at any time.

Selecting Tile Vertically or Horizontally from the Window menu allows you to view a mix of forms, reports, and queries simultaneously.

Using Filter by Selection, Microsoft Access 95 lets you highlight a selection of information, and then filter the underlying data based on that selection.

The Standard Menu structure in Microsoft Access means that if you know how to use Microsoft Word, Microsoft Excel, or PowerPoint, you're already well on your way to using Access.



From the Database Window you can jump to any of the tables in Access, create queries, look at report formats, and carry out a wide variety of other database design and modification tasks.

CREATE your own ANIMATE D movies with 3D Movie Maker

Microsoft 3D Movie Maker, released in October, is designed for the budding director and film-maker in all of us. Whether you're eight or eighty, you'll appreciate the power of this amazing tool for creating three-dimensional animated movies.

Express your creativity by using your own characters and dialogue to have fun with the whole movie-making process. The power of this idea is visible from the moment 3D Movie Maker begins loading. During the startup, an impressive animated sequence shows the kind of real-time 3-D animation that's possible using the 32-bit power of Microsoft Windows 95.

There are a lot of available options to choose from while using 3D Movie Maker. Start by watching the already-produced animated films that come with 3D Movie Maker (and then maybe edit those movies, turning them into your own). After getting comfortable, create new movies from scratch using the digital actors, title sequences, music, and backgrounds that come with 3D Movie Maker.

The actors are more than just electronic props or window-dressing. They can be "dragged and dropped" into a 3-D background and then assigned a huge variety of camera angles (including close-ups) to "shoot" your animated scenes. Cast a movie with up to forty actors and dress them up in a variety of costume combinations, with more than twenty different motions available to each actor.

The fun doesn't stop there. Choose a movie "location" from 12 three-dimensional backgrounds. Within each background, there are lots of camera angles to be mixed and matched at the click of a mouse. Sound effects will make scenes more realistic,

and the broad range of prerecorded options can be layered with other elements. The Windows 95 multi-channel sound capability means that music, sound effects, and recorded dialogue can all play at the same time.

Once your movie is in the editing room, there are tools available that amateur animators only dream about. Microsoft calls it "what-you-see-is-what-you-get," or WYSIWYG, (pronounced whizzywig) animation. This means that you can actually see your changes as you are making them.

Of course Microsoft 3D Movie Maker supports all the

Watch the already-produced animated films that come with 3D Movie Maker or create new movies from scratch using the digital actors, title sequences, music, and backgrounds that come with the 3D Movie Maker studio.



Windows 95 features, including the use of long file and folder names; AutoPlay; uninstall; multithreading; and Direct Accelerated Gameplay, which yields the performance necessary to run a demanding application such as this.

Stuck for movie ideas? Plenty of resources await. There's an Idea Room with lots of inspiring thoughts on what to put in a movie. There's the ever-present help of kid-movie expert Melanie, and there's Microsoft's own McZee (who seems to insert himself in many Microsoft Home creative adventures).

Leave lots of time to work with this product. It's so much fun, you won't want to stop—especially after your first test audience tells you to go back and recut the movie! M

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See the world with ENCARTA 96 WORLD ATLAS

Microsoft Encarta 96 World Atlas, released in September, uses the power of the personal computer to make a reference book come to life.

It uses film clips of life in different countries, satellite images, and detailed digital images of fifty-two major world cities, in addition to a wealth of detailed maps and reports on every country, to provide you with a wide range of geographic and sociological information. It's the perfect reference tool for students of geography, climates, or cultures of the world and an entertaining way for anyone to tour the planet without leaving home. Encarta 96 World Atlas is designed to be the most comprehensive electronic atlas ever created, offering far more details on the places it shows than you would ever expect to find in a paper atlas. Its rich detail lets you experience the cultures of continents and countries, the sights and sounds, and the facts and figures that make up today's world. To achieve this, it fully exploits the power of Windows 95 as a full 32-bit application that offers AutoPlay support and easy uninstall.

WORLD-CLASS DETAIL

As soon as you load Encarta 96 World Atlas, you can see the benefit of this approach. As you explore three-dimensional terrain maps for example, you'll see that they focus on countries and regions in amazing detail.

Encarta 96 World Atlas is easy for adults and children to use. You navigate by "flying" anywhere you want to go and adjusting the angle and altitude from which you view the earth. It's kind of like having an electronic globe in your hands and moving it to get any perspective you want.

STRONG STATISTICAL SUPPORT

The powerful zoom feature in Encarta 96 World Atlas allows you to see major physical features and cities more closely than you would with a typical atlas. When you look at some close-up city maps, for example, you can see details just ten meters wide.

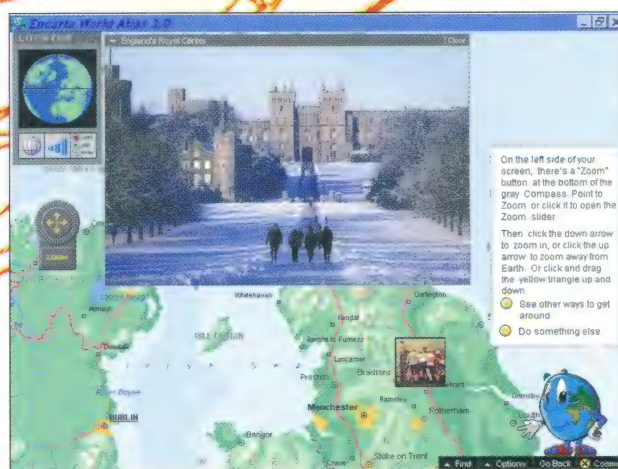
One of the strengths of Encarta 96 World Atlas is the high-quality statistical information about countries. The interactive sensors in the

program make it very simple to have a look at 450 different statistical indicators from any given country, which gives you a fast and powerful way to get comparative information about different nations and regions. To aid your research you can even call up and compare key statistics from given countries between 1965 and 1995.

A CITIZEN OF THE WORLD

This atlas is more than just maps and statistics. One exciting feature, "Family Portraits," introduces you to the customs and daily lives of thirty-one families from different countries. The portraits include in-depth photo, video, and sound essays. Meanwhile, Encarta 96 World Atlas uses "Culturgrams" to help you explore the lifestyles, history, economy, and governments in 118 countries.

With its easy-to-use design, 3,000 color images, and more than 4,000 sound and music clips, Encarta 96 World Atlas will show you the world in a whole new way. M



The Encarta 96 World Atlas brings the world to your computer.

It's SO real,
you can still
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the lie,
the bunkers,
the trees, the
rough,
and the
water.



Excuses, excuses. It's the game of golf. And nothing comes closer to the game than new Microsoft® Golf 2.0 CD.

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And if you're running Windows 95, the PlayerNet™ system for new Microsoft Golf 2.0 allows you to play head-to-head with friends. Putt for the big bucks in the new skins game format. Miss it and you'll be subjected to your opponents' scathing comments.



See your software retailer today to pick up a copy of the most popular golf game available. And please, remove your spikes before entering the store.

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WHERE DO YOU WANT TO GO TODAY?™

For more information on Golf 2.0 and PayerNet, log onto <http://www.microsoft.com/msgolf>.

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Getting the most from your home PC

Windows 95 is doing wonders for home and small-office computing. Whether you're playing games, managing personal finances, working with electronic reference books, or running a business from your house, Windows 95 provides the interface to make it easier.

The combination of the right software and the right hardware gives you the inside track with Windows 95. Learn how to set up your computer with the proper hardware, what resources you can use to make migrating to Windows 95 easy, how to customize Windows 95 to your needs and how to create your own home page for the World Wide Web.

TO GET THE MAXIMUM USE from Windows 95, you must use the appropriate hardware. Start by thinking about how you want to use Windows 95. The minimum system requirements to run Windows 95 are a 386DX processor with 4 MB of RAM. However, if you currently have a 486 processor with 8 MB of RAM you should definitely upgrade to Windows 95 so you can immediately increase your productivity since Windows 95 is so easy to use. If you are thinking about buying a new computer or upgrading your current hardware, we have provided some recommendations on what you need to get the most from your home computer and Windows 95.

WINDOWS 95 IDEAL SYSTEM: computer with 486DX/66 MHz processor, 500-MB hard disk, 8 MB of RAM, double-speed CD-ROM drive, 16-bit sound card, speakers, color inkjet printer

A learning experience

If you have children and are considering using your computer and Windows 95 for educational pursuits, high-end games, or to run multimedia programs, consider a PC with a more powerful processor, a faster CD-ROM drive, and a modem for online research and electronic mail. A typical configuration might include a machine with a 75MHz Pentium® processor, a 500 MB hard disk, 8 MB of memory, a quadruple-speed CD-ROM drive, a 16-bit sound card, speakers, a modem with a speed of at least 14.4 Kbps, a color inkjet printer, and a subscription to the Microsoft Network.

Many computer companies currently offer this configuration as a ready-to-go package with Windows 95 already installed.

Depending on the type of applications you decide to use, you may eventually wish to add more than 8 MB of RAM or move to a larger hard disk size, but 500 MB on your hard disk should be sufficient to get you started.

WINDOWS 95 IDEAL EDUCATION/ENTERTAINMENT SYSTEM: computer with 75-MHz Pentium processor, 500-MB hard disk, 8 MB of RAM, quadruple-speed CD-ROM drive, 16-bit sound card, speakers, 14.4-Kbps modem, color inkjet printer, subscription to The Microsoft Network

Power for home business

If you run a business from your home, you may wish to equip yourself with even more computer power for larger power applications such as Microsoft Office for Windows 95, Professional Edition, and the Small Business Pack for Microsoft Office, and for faster Internet access.

To leave yourself room for additional applications, you need a large hard disk, lots of RAM, and considerable processing power. A suggested installation includes a computer with a 90-MHz Pentium, a 1-gigabyte hard disk, 16 MB of RAM, a quadruple-speed CD-ROM, a 28.8-Kbps or faster fax modem, a 600-dot-per-inch (dpi) laser printer, a Microsoft Natural Keyboard, and a subscription to the Microsoft Network.

With this combination of hardware and software running under Windows 95, you can send faxes, communicate via electronic mail, access the Internet, use specially designed applications for small businesses, and produce typeset-quality business documents and newsletters. Another good idea is to use an ergonomic keyboard like the Natural Keyboard, which is designed to help prevent repetitive strain injuries.

WINDOWS 95 IDEAL HOME-BUSINESS SYSTEM: computer with a 90-MHz Pentium processor, 1-gigabyte hard disk, 16 MB of RAM, quadruple-speed CD-ROM, 28.8-Kbps or faster fax modem, 600-dpi laser printer, Microsoft Natural Keyboard, and subscription to The Microsoft Network

MOVING TO WINDOWS 95 CAN BE A BIG STEP for small business and home PC users. Deciding if it's the right move can be a long, drawn out process when comprehensive information isn't at hand. Microsoft has a tool to make the decision easier: the Microsoft Windows 95 Migration Kit. It's a CD-ROM software toolkit that gives you a sense of what it's like to use Windows 95 and presents a clear and detailed picture of the many features in the operating system. It does this with a copy of *Introducing Windows 95* from Microsoft Press® and an interactive demonstration of the operating system.

Once you make the decision to move to Windows 95, the many migration tools in the kit come into play. You get a comprehensive deployment-planning guide, information on compatibility issues, and training materials for Windows 95.

The CD includes the complete contents of the Windows 95 Resource Kit Help files for quick and in-depth reference to many of the questions you may have about using Windows 95.

If you run a business from home, the kit helps you consider just how you go about moving your work to Windows 95. Microsoft is keenly aware of this fact and offers a number of transition tools to help you move from Windows 3.11 to Windows 95 in the most effective manner possible. The kit offers you help in four major ways. The first is with a series of business-impact study materials. These comprise a number of financial-impact tools, business value studies, and case studies that help you accurately assess the cost of moving to Windows 95 and calculate the payback period of the many benefits in Windows 95. Using this information, you can take real-world data about your business and measure the positive, bottom-line impact of a move to Windows 95.

after the migration...

Once you've made the big move, Microsoft Windows 95 users have better support available than any previous operating system. Not only does Microsoft offer a huge range of conventional support options (see Contact on pages 56 and 57 for details), but it also provides a vast number of helpful resources on the World Wide Web.

Visit this page for helpful tools on a wide range of subjects:

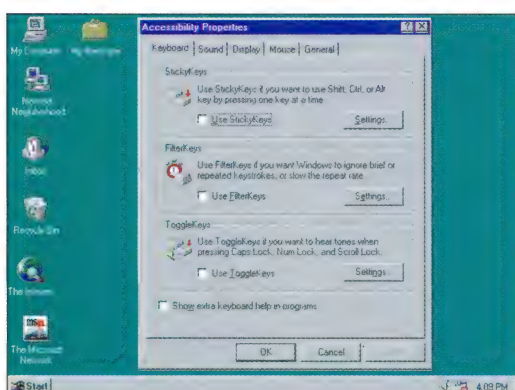
<http://www.microsoft.com/kb/softlib/windows/windows95/windows95.htm>

You'll see a huge list of free software that's available to Windows 95 users. This software includes programs included on the CD-ROM version of Windows 95 that couldn't fit in the floppy disk version, a vast range of Windows 95 printer drivers, display drivers, network drivers, modem drivers, audio drivers, mouse drivers, SCSI drivers, and other miscellaneous files.

The Windows 95 CD-ROM Extras area, for example, provides access to Windows 95 Accessories; improved multilanguage support for writing documents in Belorussian, Bulgarian, Czech, Hungarian, Greek, Polish, Russian, and Slovenian; new multimedia functions, including CD Player and additional Windows 95 multimedia sound files; a host of administration tools, including network tools, application tools, and the Windows 95 Resource Kit's Help file; and Funstuff, which includes very cool bitmaps and the Windows 95 welcome videos. You'll also find some MS-DOS® utilities, Microsoft Diagnostics, Windows Chat, Wordviewer, Windows Clipbook, and miscellaneous items.

ONE OF THE BEST-KEPT SECRETS of Windows 95 is just how well users of different abilities can customize it. For users who prefer the keyboard to a mouse or need to configure the keyboard to match their own physical dexterity, Windows 95 offers new Accessibility options.

To make use of these, click the Windows 95 Start button, and then select Settings, Control Panel, and Accessibility Options. To make changes in the way Windows 95 responds to your keyboard commands, select the Keyboard tab, and then make changes.



The StickyKeys feature enables you to keep the CTRL, ALT, and SHIFT keys active when you press them until you press a different key.

Adjust your keyboard response

You have three major options for changing the way your keyboard responds. The first is the StickyKeys feature, which enables you to press the CTRL, ALT, and SHIFT keys and keep them active until you press a different key. This is useful for people who have difficulty pressing two keys simultaneously.

The FilterKeys feature instructs your keyboard to ignore accidental or repeated keystrokes. You can also adjust the rate at which a key repeats when you hold it down.

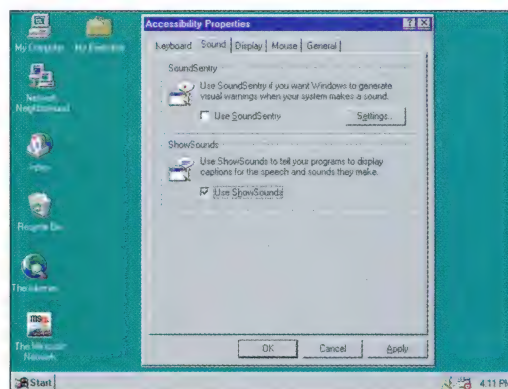
Finally, the ToggleKeys feature instructs your computer to play a high-pitched sound when the CAPS LOCK, SCROLL LOCK, or NUM LOCK key is pressed and a low-pitched sound when any of the keys is released.

Accessibility options go well beyond the ability to change how your computer works with the keyboard. You can also use them to make sounds visible for the hard of hearing. By selecting the Sound tab in the Accessibility options, for example, you can turn on the SoundSentry feature, which instructs your computer to flash part of

your screen every time the system's built-in speaker plays a sound. You can specify which part of the screen flashes by clicking Settings.

In addition, when programs have created their own closed captioning, a ShowSounds feature instructs programs that usually convey information only by sound to provide all information visually as well, for example, by displaying text captions or informative icons.

All kinds of Windows 95 users can benefit from an Accessibility option found under the Display tab. The High Contrast option instructs programs to change the color scheme to the one specified in the Settings box to increase legibility whenever possible, instead of using program-specific colors.

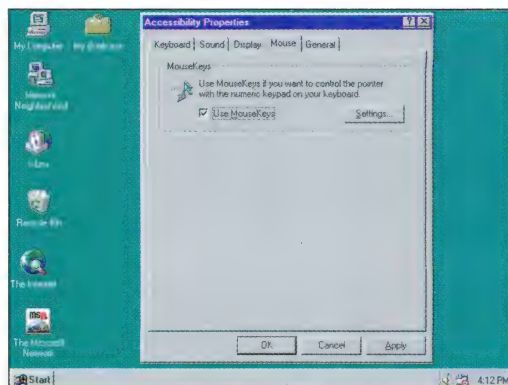


A ShowSounds feature instructs programs that usually convey information only by sound to provide all information visually as well, for example, displaying text captions or informative icons.

When you don't want a mouse

Some people prefer to keep their fingers on the keyboard. They can take advantage of a setting under the Windows 95 Mouse tab, called MouseKeys. To turn on MouseKeys do the following:

1. Click the Mouse tab.
2. Under MouseKeys, click Use MouseKeys.
3. Click Settings.



To click by using MouseKeys, make sure MouseKeys is turned on, then press 5 on the numeric keypad.

If the Use Shortcut box is selected under MouseKeys Settings, turn MouseKeys on and off by pressing the LEFT ALT, LEFT SHIFT, and NUM LOCK keys. For help on an item, click on the top of the dialog box, and then click on the item.

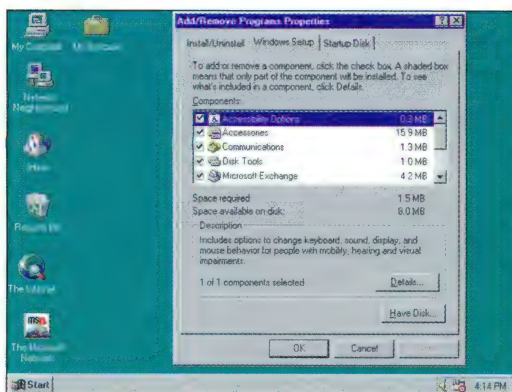
When MouseKeys is turned on, use the numeric keypad: instead of clicking the mouse, press 5 on the numeric keypad. To double-click, press the PLUS key. To click as though you were using the right mouse button, press MINUS, and then press 5, or press PLUS to double-click.

To click as though you were using both mouse buttons at once, press the ASTERISK key on the numeric keypad, and then press 5 to click or PLUS to double-click. To switch back to standard mouse clicking, press BACKSLASH on the numeric keypad.

To add Accessibility Options

You may not have installed the Accessibility options when you loaded Windows 95. If that is the case, adding them is quite simple.

1. Click the Start button.
2. Select Settings, and then click Control Panel.
3. Double-click the Add/Remove Programs icon.
4. On the Windows Setup tab, select Accessibility Options.
5. Click OK, and follow the instructions on your screen.
6. When installation is complete, you're prompted to restart the computer so the changes can take effect.



If you have not installed the Accessibility options, click the Add/Remove Programs icon in the Control Panel and load them.

Family SOLUTIONS

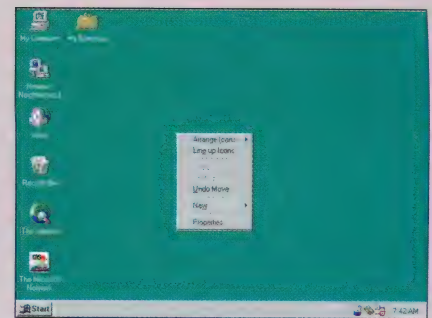
The Musante family shows you how to make a home PC accessible to the whole family

Making the household computer accessible to all family members can be something of a challenge. But simple solutions are at hand if you use Windows 95 shortcuts, folders, long filenames, and a little creativity.

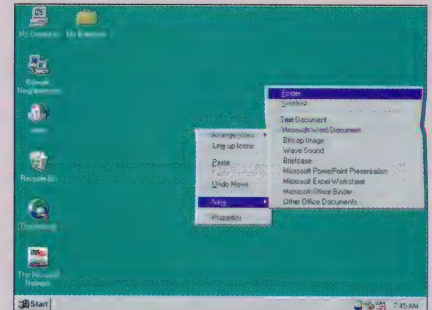
Here is a way for all family members to get at their favorite applications without getting in the way of everyone else. One simple and clever way to do this is to establish a folder for each family member, and then place shortcuts to each person's favorite programs in their folders.

Clifford J. Musante of Shelton, Connecticut, recently tried a variation on this tip. He says that it works well, particularly when running MS-DOS-based games that had sometimes prove difficult for kids to start. "I've set up a special shortcut called Kids Stuff," he says. "In this neat little place, the kids can find all their favorite games and learning programs without having to type in those old commands at an MS-DOS prompt. I rotate the programs every few weeks to eliminate the possibility of boredom setting in."

To create these folders and shortcuts on your Windows 95 desktop, follow the steps shown to the right.



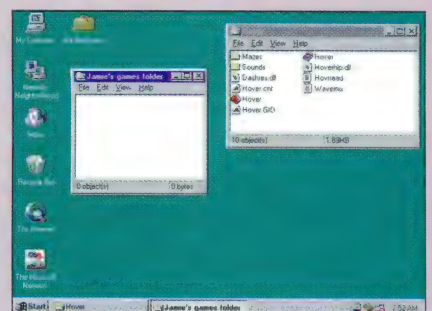
Step 1: Right-click any empty place on your Windows 95 desktop.



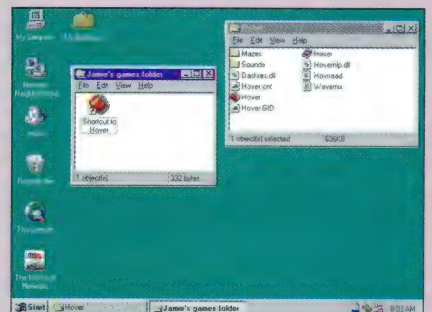
Step 2: Select New, and then right-click Folder.



Step 3: Type a folder name and click any empty area on the desktop.



Step 4: Open the desktop folder containing one of the applications that you want to appear as a shortcut in your new personal folder.



Step 5: Drag the program icon from the original folder and drop it into the folder you just created. A shortcut to the dragged program is automatically created in the new folder.

HOME home on the PAGE

Create your own home page on the
Web with MICROSOFT INTERNET ASSISTANT

CRUISE THE INTERNET and you can hit home pages all over the world. But you don't have to be a big company to have your own home page. There are many benefits to having your own place in cyberspace, not the least of which is the transfer of documents and images. Universities and thousands of small businesses use home pages for communication, advertising, and sales. You could even create a home page and feature your favorite recipes.

So what is a home page? Home pages are simply text files that contain special commands that format fonts and pictures on your screen and activate your viewer, or browser, to go from place to place. They're written in what is called the Hypertext Markup Language (HTML) and are saved as files that have .htm or .html extensions.

To help you create your own HTML files for use on a World Wide Web home page, Microsoft has created a free Microsoft Word for Windows and Microsoft Word for Windows 95 add-on called the Internet Assistant for Word. It offers a simple way to convert your Microsoft Word documents without having to learn this sometimes confusing new language.

You can download Internet Assistant from the Microsoft Network (MSN) or Microsoft home page: <http://www.microsoft.com/>

Installation leaves a new Microsoft Word template, a World Wide Web (WWW) viewer, and an extensive group of Help files attached to your existing copy of Microsoft Word for Windows 95.

FORMATTING YOUR HTML DOCUMENT:

Once you have downloaded Internet Assistant for Word, use the following steps to format an HTML document.

1. From the File menu, select Templates, Attach, and select the HTML.dot template. Click Open. Click OK.
2. The icon bar will change above your page, providing a wide range of HTML formatting options as well as a new Format Background and Links option under the Format menu. An eyeglass icon on the left end of the toolbar lets you view the results in Web Browse View and edit them in HTML Edit View.
3. For simple documents, use the Save As command on the File menu. Internet Assistant saves the document in HTML format when you type a filename and click OK.

This process can turn hundreds of pages of Microsoft Word files into HTML-formatted documents in seconds. One big bonus is that you can also use Microsoft Word's powerful spell checker; most basic HTML editors can't. Internet Assistant can plow through the largest document with ease, while most HTML editors have a limited ability to handle large files. Also, you can spice up the appearance of your text as you would in a Microsoft Word document. Highlight the text, and then go to the Format menu and select the option you want.

CREATING LINKS

Specific HTML options can be found on the right end of the HTML toolbar. The most powerful one, the Hyperlink button, looks like three links of chain. This is what you use to link your page with another page on the WWW. For example, to link the word Microsoft to the Microsoft home page, do the following:

1. Highlight Microsoft with your cursor.
2. Click the Hyperlink button.
3. Type in the address, or URL, of the Microsoft home page:
<http://www.microsoft.com/>
4. Click OK.

Internet Assistant then adds the hyperlink to your document. The word "Microsoft" changes to blue text with an underline, which is standard format for the Internet. M

Keeping
your PC
maintained

with
**Microsoft
Plus!**



Microsoft Plus!, the most popular companion software for Microsoft Windows 95, is more than the sum of its parts. It gives you an Internet Jumpstart Kit, Desktop Themes, so that you can customize your computer's desktop, and a whole range of utilities so that you can perform complex system maintenance tasks automatically.

PREVENTIVE MAINTENANCE

Like a good car, your personal computer and its operating system operate at optimum levels of performance and reliability if they are properly maintained. Microsoft Plus! provides you with the software tools to carry out this maintenance while your computer is not being used. The key to this is the Microsoft Plus! System Agent, an "intelligent agent" that runs these tools at appropriate times to automatically maintain your computer.

The System Agent is a program scheduler that is capable of detecting your "idle time." During installation, Microsoft Plus! configures the System Agent automatically to run the most common system maintenance tasks you might need. Microsoft Plus! configures the System Agent to run Scandisk, Disk Defragmenter, and a low-disk-space notification. If you choose to install DriveSpace 3 compression, the compression agent is also configured automatically. All of these run during the computer's idle time.

The system agent can also be used to schedule other programs to run at preset times or whenever you aren't using your computer. For instance, you can tell the System Agent to run the Windows 95 backup every day between 12:00 P.M. and 1:00 P.M., while you are at lunch.

SCHEDULED BACKUPS

With Microsoft Plus! it's easy to make daily backups of crucial data on your system. The System Agent in Microsoft Plus! can schedule the Windows 95 Backup program to perform an unattended daily backup of your data and monthly full backups. The steps to accomplish this are:

1. Start the Windows 95 Backup Application and load the Full System Backup.set file.
2. Under Backup/Settings/Drag and Drop, check the Confirm Operation Before Beginning box. This will allow the backup program to run unattended.
3. For the full backup, make any other changes you want, such as Format Tape If Needed, or Quit Upon Completion. Then save these changes.

4. Create a differential backup set by changing the "Full" to "Differential" in the Settings/Options/Backup Tab. Save this one as your Daily Backup.set file.

5. Exit Backup.

6. Bring up System Agent and choose Schedule A New Operation.

7. Browse for the command line for Backup.exe, and then add the rest of the line or type the following exactly (quotes included), changing the path information to fit: "C:\Program Files\Accessories\Backup.exe" "C:\Program Files\Accessories\File set name.set"

8. Do this for both the full and daily backups, taking care to schedule them at different times (even though the full backup will be only once or twice a month). Make sure that you allow yourself time for the System Agent to complete daily backup before the full backup is scheduled to start.

Microsoft Plus!, which is a utility that makes the best use of your system resources. See sidebar page 25 for details.

It allows you to tune the compression levels on your disk to obtain maximum space or performance, or a balance of the two. The Compression Agent is different from DriveSpace 3 in two key ways:

DriveSpace 3 compresses your data (while you work) as information is saved to your hard disk. The Compression Agent works like Disk Defragmenter when you are not working with the data. The System Agent can run the Compression Agent at scheduled times, or you can explicitly run the Compression Agent by selecting it from the Start menu.

The Compression Agent works on a file-by-file basis to compress your data. You may choose files that should never be compressed or that should always be compressed to a higher level. DriveSpace 3 compresses all data the same way depending on the DriveSpace 3 settings.

The combination of the Compression Agent, DriveSpace 3, and the System Agent is a powerful and flexible way for you to achieve the maximum compression and performance from your PC.

USING A COMPRESSION AGENT

The best way to maintain a compressed drive is to use the Compression Agent in

CHECKING THE SYSTEM AGENT'S SCHEDULE

You can determine what programs the System Agent is currently configured to run by double-clicking its icon on the task bar in Windows 95. This will show all of your configured programs, as well as the schedule times, when the program last ran, and whether or not it ran successfully. To check

the time that a given program is scheduled to run, take these steps:

1. Right-click the program and choose Change Schedule from the menu (or choose Change Schedule from the Program Menu).
2. To see the settings for a program that the system agent is scheduled to run,

right-click the program and choose Settings from the menu (or choose Properties from the Program Menu and click the Settings button).

3. To schedule a new program for the System Agent to run, choose Program/Schedule A New Program from the menu bar.

EXCEPTIONS TO THE RULE

There are a couple of provisos to keep in mind when scheduling activities for the System Agent. The first is that the System Agent's determination of idle time is based largely on keyboard activity, not on any activities that may involve use of the serial port or the hard disk.

If, for example, you are downloading a large file from an online service such as the Microsoft Network and your modem is busy for twenty minutes or more downloading the file, the System Agent may decide (in the middle of this process) to start defragmenting your hard disk (depending on how you have configured your maintenance schedules) because it *does not* detect keyboard activity.

Your best way to avoid this issue is to either ensure that your System Agent is configured so that it will attempt maintenance tasks only at times you know you won't be using the computer (such as 2 A.M.) or to suspend the System Agent (by right-clicking on the System Agent icon on the task bar and selecting the Suspend option) while you are busy doing anything that you don't want interrupted. M

UNDERSTANDING YOUR COMPRESSION SETTINGS

Real-time disk compression products increase usable disk space by transparently compressing data as it is written to the disk and then transparently decompressing that data as you need it. Although popular, a common complaint about real-time compression products is the effect they can have on system performance.

Through a new compressed volume file format called DriveSpace 3, you get larger compressed volumes (up to 2 Gigabytes, versus 512 MB with DriveSpace or DoubleSpace) and reduced file-storage overhead.

DriveSpace 3 is the compression program for real-time data compression. With DriveSpace 3, you can choose to either increase compression levels or increase performance, depending on the settings you select for data compression.

The Compression Agent utility can be used to improve data-compression levels by compressing data when the computer is not being used. As configured by DriveSpace 3, the System Agent runs the Compression Agent automatically to super-compress files while you aren't using the machine.

Once you have installed DriveSpace 3, Microsoft Plus! gives you the power to set optimum levels of power and performance in the way your compressed hard disk is used and maintained. DriveSpace 3 supports four different compression settings depending on your requirements. For instance, on a faster computer, you might wish to have all data automatically compressed to the HighPack level (maximum real-time compression level), but on a slow computer you might choose not to use compression until it is required. To set the compression level for your compressed volume:

1. Start DriveSpace 3 (on the System Tools menu under Accessories).
2. Select Advanced Settings from the menu bar.
3. Choose a compression setting from the dialog box that appears.



keeping projects under control

MICROSOFT PROJECT IS EMPOWERING COMPUTER USERS WITH A SET OF ORGANIZING TOOLS THAT WERE ONCE AVAILABLE ONLY TO PROFESSIONAL PROJECT MANAGERS

The words Project Management conjure up images of fast-track executives hunkered down over spreadsheets and milestone charts. This isn't always the case. There are plenty of ways that project-management software can be applied to improve everyday activities, such as planning a wedding or the local PTA agenda. While it's true that project management shares its roots with the many sciences of modern management, project-management software isn't resting within the confines of the executive boardroom.

Easy-to-use and relatively inexpensive software packages such as Microsoft Project have opened this category to a wider variety of users.

Microsoft estimates that the number of people using project-management software has tripled in the past four years. It also estimates that the user base of Microsoft Project exceeds 1.5 million users and of that number, 70 percent are "newcomers," or those having no previous experience with project-management software.

The strength of project-management software is that it converts all the overwhelming detail into an organized and manageable system of tasks to be done, responsibilities for seeing them done, budget considerations, coordination, and timing of crucial events.

In fact, a non-business task such as a wedding is a good candidate for project management. As anyone who's gone through the experience—some might say ordeal—will attest, planning a wedding involves a seemingly endless number of details, a few of which are invariably missed until the last minute, when panic and the feeling of impending doom are the only appropriate responses.

Take the seemingly simple matter of hiring the caterer, for

example. Once the key person is chosen, the matters of where, when, and how many seem to cover the big picture.

To use the recently-released Microsoft Project for Windows 95 or Microsoft Project 4.0 for Windows to plan such an undertaking, you would first plan the start and finish dates and then enter tasks and their duration, organize your task list into an outline if necessary, and schedule the tasks.



MICROSOFT PROJECT FOR WINDOWS 95 HIGHLIGHTS

Microsoft Project for Windows 95 is by far the easiest version of the product.

When you design a project plan with Project for Windows 95, the person you show it to doesn't have to be able to understand PERT charts. You can actually show your project plan on a standard monthly calendar, which most people can understand.

► **Familiar Interface**

You'll also notice how well Microsoft Project for Windows 95 interfaces with Microsoft Office for Windows 95. It was designed specifically to be Office-compatible and tightly integrates with all the Office for Windows 95 applications, particularly Microsoft Schedule+ for Windows 95.

► **File Management Features**

Users of Office for Windows 95 will feel right at home with Microsoft Project for Windows 95. They will recognize the familiar File Open with FastFind enhanced file-management feature in *Microsoft Project*. Users of Windows 95 who have begun using Explorer and FileFind will see similarities between those functions and some of the help functions in Microsoft Project.

► **Workgroup Functionality**

One of the key objectives in the development of Microsoft Project for Windows 95 was to further enhance the software's workgroup functionality and to make it more powerful and more customizable so that it will fit a wider spectrum of business needs.

► **MAPI Integration**

In most people's real-world experience, project planning is a group activity. Microsoft realized this too, and incorporated several work group enhancements to Microsoft Project for Windows 95. Microsoft Project is now more closely integrated with messaging application programming interface (MAPI) resources.

Clicking the address button in the resource assignment dialog box in Microsoft Project for Windows 95 will open the MAPI address book, allowing the user to copy relevant information directly into Microsoft Project. You can even copy name and address information from the MAPI address book you use in Microsoft Exchange into the Resource Information section of Microsoft Project.

► **Works with Schedule+**

Microsoft Project for Windows 95 also links into a project-team member's Microsoft Schedule+ organizer. Assigned tasks appear on the team member's Schedule+ for Windows 95 to-do list, and the Team Status feature in Microsoft Project polls Schedule+ and reports the status of the assigned tasks at any given time.

► **Supports OLE**

Managers who want an ongoing executive summary of a project's status, but don't want to launch Microsoft Project for Windows 95 each time, will appreciate the way this software implements Object Linking and Embedding (OLE). A project manager can define field-level values from a project within the OLE document properties, creating a kind of project database. These can be browsed and searched with any of the property-aware tools found in Windows 95 and Office for Windows 95. Property-aware tools include the enhanced OpenFile dialog box in Office applications and Microsoft Exchange.

► **Database Connectivity**

Corporate users will find strong support for corporate database resources. Microsoft Project for Windows 95 includes direct Open Database Connectivity (ODBC) support. You can read and write project data directly from an ODBC data store, while access to some Microsoft Project commands can also be programmed through Microsoft Visual Basic for Applications, which allows users and developers to customize certain features of Microsoft Project.

Assigning Tasks

You can assign people (and organizations such as caterers and florists) to tasks. You do this by entering their names under the Resource Name heading. Be sure to enter each person's name with the same spelling every time; otherwise Project will treat the names as two different people. Then check the finish date of your schedule, and format and print your work. For the wedding, here is a typical procedure after loading Project:

From the main Project window, select New from the file menu. You will see the Project Info dialog box, where you can enter the Start Date or the Finish Date of the project. In this case, you'll want to work the project backwards from the Finish Date (the date of the wedding). To do this, click on Schedule From, click the down arrow, click the Project Finish Date, and enter the Finish Date (the wedding date).

Enter each task required to be performed in preparation for the wedding. To start, in the Task Name field, type a task name, a duration (that is, how long it will take to do the task, expressed in days), as well as who is responsible for the task (which you enter under the Resource Names heading). Project will automatically fill in the start and finish times. Do not worry about the Predecessors column. To make scheduling tasks easier, enter them in logical order (pressing the right arrow key to move across the task-entry grid after you make each entry). For example, "book venue" should occur before "host rehearsal dinner." Click the Enter button or press ENTER on your keyboard to continue.

Creating Links

For tasks that need to take place sequentially (that is, you can't go for your second wedding dress fitting until you have been for your first), you will need to link the tasks. To do this, simply select the tasks you want to link by clicking on them while holding down the CTRL key. When you have selected all such tasks, click the Link icon (a linked chain) on the Project toolbar and the schedule will be adjusted to reflect those links. When you have finished, choose Calendar from the View menu.

Viewing The Plan

You will now see the wedding plan mapped out on a standard monthly calendar. You may however, want to format it so that some of the longer task names can more easily be seen. To do this, right-click on a task, click Bar Styles, and click on Wrap Text In Bars. The text will automatically wrap within each day where a task is scheduled.

As you type in these items, a Planning Wizard may appear and ask whether you want certain tasks linked. In many cases you do; establishing a link ensures that one item occurs after another, even if the schedule changes. For example, the entry "hold rehearsal dinner" will always appear

well after "book venue." If you don't want

the Planning Wizard to continually double-check your preferences, click the Tools menu, select Options, and under the General table, click the Advice From Planning Wizard option to turn it off.

If you want to preview your schedule before you print, here are the steps:

1. From the File menu, choose Print.
2. Choose the Print Preview button in the Print dialog box.
3. Click an area of the print preview screen to see your schedule in more detail.

Saving Your Project

Finally, you will want to save the Project file. From the File menu, choose Save. A Planning Advisor asks if you want to save the current schedule with a baseline. For now, select the Save Without A Baseline option button.

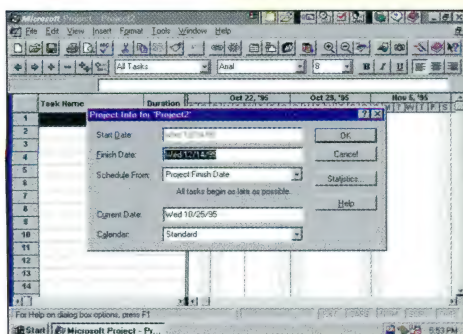
Type a new filename. If you don't include an extension, Microsoft Project adds the extension .mpp to your filename.

If necessary, select a different directory or type a different path before the filename to save it somewhere other than the default location Microsoft Project chooses. Click the OK button.

Whether you are planning a wedding or a more complex business venture, Microsoft Project can help you bring advanced project management techniques to bear, solving the confusion of missed details. M

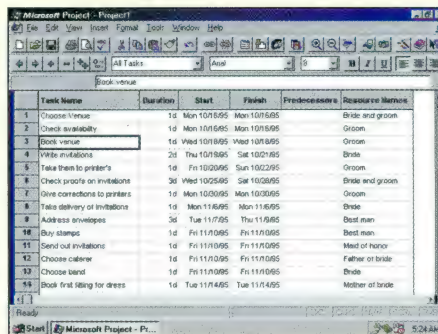
"The strength of project-management software is that it converts all the overwhelming detail into an organized and manageable system of tasks to be done..."

Plan your wedding with Microsoft Project for Windows



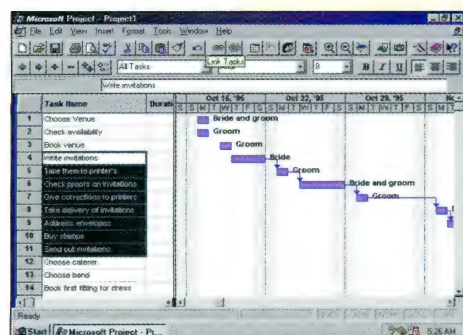
Step ①

Enter date of the wedding as the Project Finish Date.



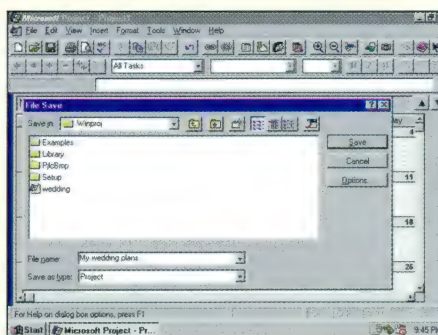
Step ②

Enter the tasks required to be performed in preparation for the wedding—and their duration.



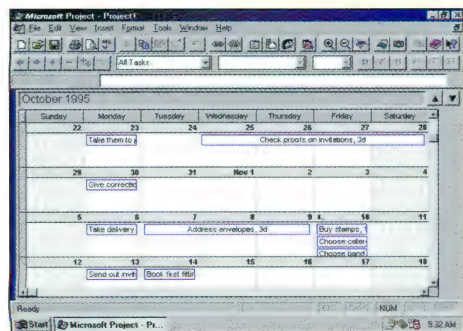
Step ③

Establishing a link ensures that items occur in order, even if the schedule changes.



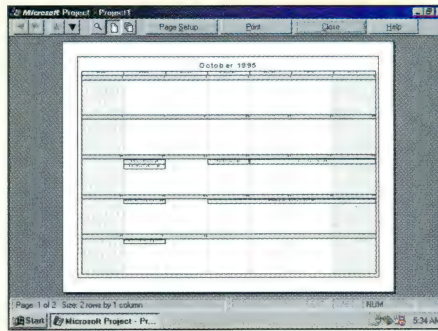
Step ④

To save your project, click Menu and select Save, then name your file.



Step ⑤

From the View menu, choose Calendar to get a "real world" view of your project plans and produce a calendar to track your progress.



Step ⑥

Choose the Print Preview button in the Print dialog box to get a full perspective look at your project plan.

a word for the holidays



In this second installment of our step-by-step series on using Microsoft Office for Windows, we show you how to create a holiday card using either Word 6.x for Windows or, as we used, Word for Windows 95.

*With the holidays fast approaching, many of you are starting to think about writing and sending your greetings for the season. Word not only provides you with all the right tools for writing your message, as well as a huge array of fonts and formatting options to give your greeting polish, but also supports the use of graphics and clip art so that you can easily add drawings and family photographs to your card. In addition, check out the Microsoft Web site at **www.microsoft.com** for more holiday card and party invitation ideas.*

USE THE POWER
OF MICROSOFT
WORD TO CREATE
GREETING CARDS



DESIGNING THE CARD

Begin designing your card by folding a letter-size or A4 sheet of paper in half (from 8.5 by 11 inches to 8.5 by 5.5 inches). You'll use this for printing later, so set it aside for now. The messages you create for your card will appear on both sides of the paper, so you'll have to run it through your printer twice.

Step 1. Start Word for Windows 95 or Word for Windows 4.x. In the New Document screen, select the General tab, click Blank Document, and click OK. In Word 6.x, you are automatically presented with a blank document, so you don't have to do anything other than start it.

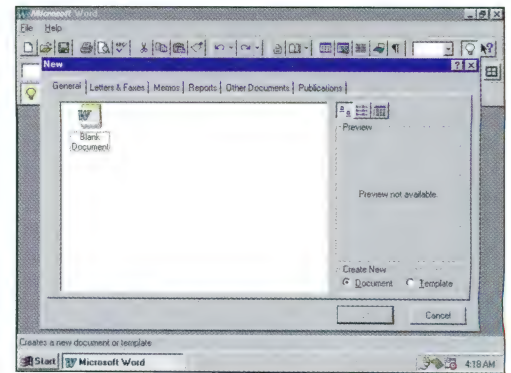
Step 2. From the View menu choose Page Layout. Choose View again, click Zoom, click Whole Page, and click OK.

Step 3. Click on the border of the ruler and drag the vertical ruler, which runs along the left side of the screen, so that it appears halfway down the page (at 5.5 inches).

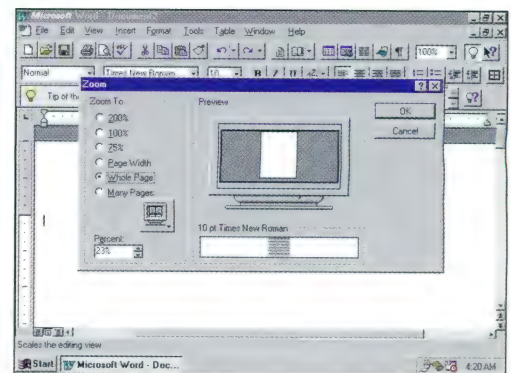
Step 4. From the Insert menu click Picture.



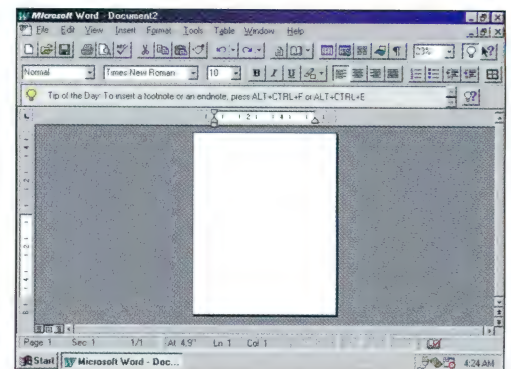
step 1



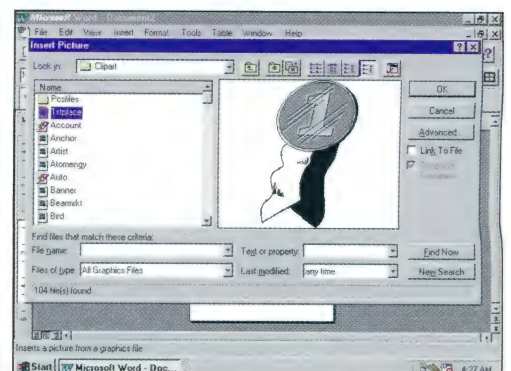
step 2



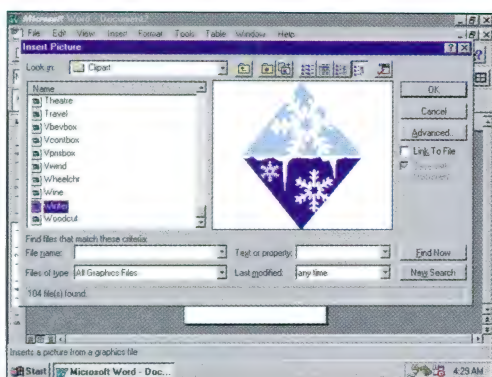
step 3



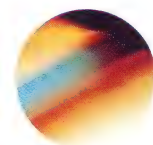
step 4



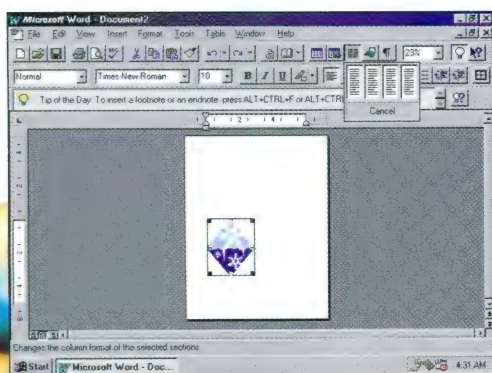
step 5



Step 5. The default location of the artwork to import should be the ClipArt folder located in the Office folder. For this example, in Word for Windows 95, scroll to the bottom of the clipart box on the left side of the screen and select the second-to-last item on the list (Winter.WMF). In Word 6.x, choose whatever clipart you like (such as HEART.WMF). Word places it in the lower left of the card. You can also import any piece of artwork you like, such as a drawing created in a PC graphics package (such as Microsoft Paint) or a scanned photograph of your family. If you have a CD-ROM drive, you might consider having a service bureau create high-quality color scans of your family snapshots and import them via Photo CD.

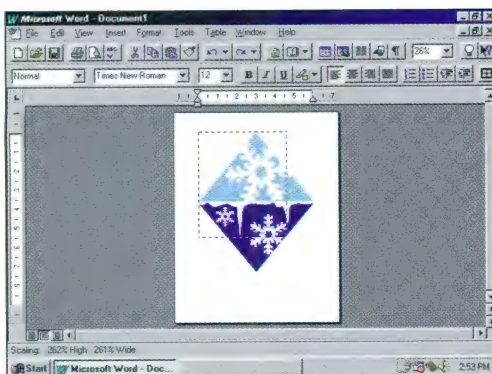


step 6



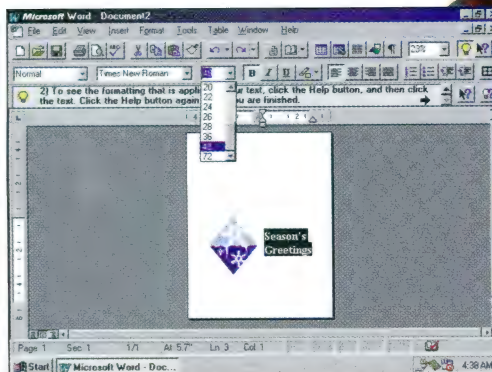
Step 6. Because Microsoft Word treats the picture as an element on a line of text (and thus any text you type wraps underneath the graphic), you must create a second column to position the text beside the graphic rather than below it. To do this, click the Columns icon, click the two-column icon, then click OK.

step 7

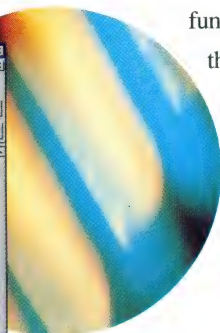


Step 7. You may now want to stretch the graphic to fill the left column by holding down the left mouse button while clicking on the lower-right corner of the graphic and "dragging" it out to whatever size you like. Then press the RETURN key until you see the cursor at the top of the right column.

step 8



Step 8. Enter the text you want on the front of the card, such as "Season's Greetings." You may want to use the Zoom function again to make your text easier to see while you do this (or simply change to normal word-processing mode). When you've finished entering your text, highlight it and use the font and formatting toolbar to select the font.

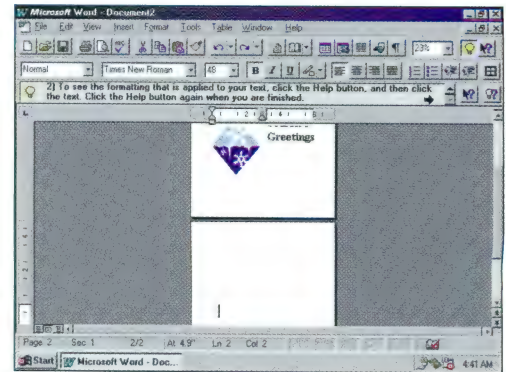


Step 9. At the end of the text on the front of the card, insert a manual page break by selecting Break from the Insert menu. Move to the second page, which is the inside of your card.

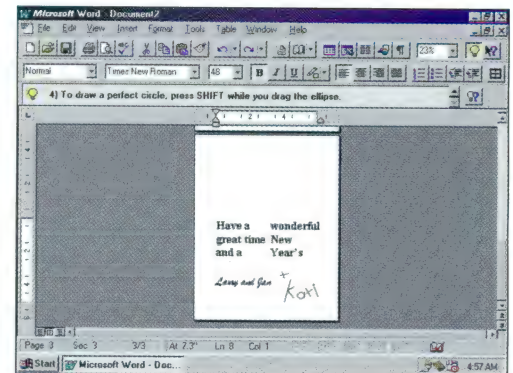
Step 10. Enter the text you would like to appear inside the card as shown opposite. If you want personal signatures on the card, you can scan them into your computer, and insert them as a graphics file. If you have a fax modem, but not a scanner, you can have someone fax you a page with the signatures on it, and then copy and paste the signatures from the Microsoft Windows 95 fax viewer or whatever fax application you may be using in Windows 3.x.

Step 11. Your card is now ready to print. From the File menu, select the Print command. In the Page Range section, enter the number for Pages as 1. In the Number Of Copies text box, enter the number of cards you want to produce and make sure that you have enough paper in your printer. Before you do this (and use lots of paper), you may wish to print a test page. To print the reverse side of the card, put the paper on which you printed the cover of the card back into the printer tray, flipped so that the printed information is now on the non-printing side. Again, choose Print from the File menu. Then enter the number 2 in the Pages text box in the Page Range section, and print a single copy to ascertain that you placed the paper in the tray properly. If your second-page text overprints the cover-page message, flip the paper over in the printer's paper tray. If the text prints upside-down when you fold the card, rotate the paper 180 degrees in the tray. When you have printed out a test sample that you are satisfied with on both sides, print page two again with the appropriate number of copies. M

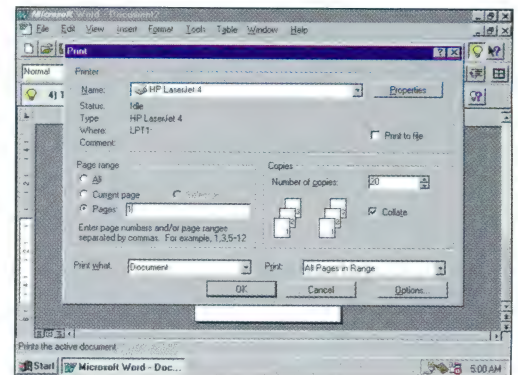
step 9



step 10



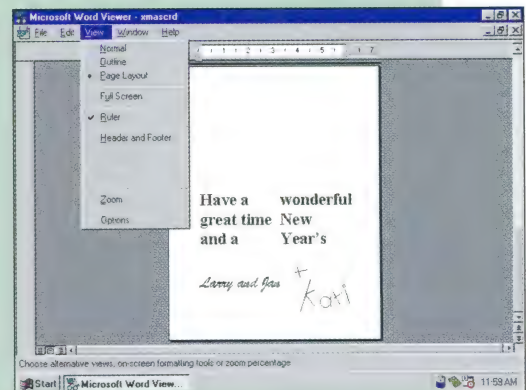
step 11



Sharing Microsoft Word documents with non-Microsoft Word users

Microsoft now provides a free Microsoft Word Viewer that allows Word users to share their documents with more people than ever. This no-charge, stand-alone application enables anyone to view Microsoft Word documents on a machine running Windows. The Word Viewer enables you to do the following:

- Offer recipients full viewing and printing options. These include Page Layout and Outline views, annotations, and headers and footers.
- View all of Microsoft Word's formatting capabilities. Anyone using the Word Viewer can view any formatting feature possible in Microsoft Word, from multiple columns and drop-caps to richly formatted tables.
- Distribute documents with rich data. The Word Viewer enables you to view and manipulate data contained in Object Linking and Embedding (OLE) objects such as Microsoft Excel charts and multimedia sounds.
- View Word documents online. The Word Viewer can serve as a "helper application" to World Wide Web viewing tools like Microsoft Internet Browser and Netscape®, thereby allowing Microsoft Word users to post richly formatted documents on the Internet and share them with those who don't own the program.
- Follow Hyperlinks in Word documents created with Internet Assistant for Microsoft Word when using a compatible Web browser such as Microsoft Internet Explorer, Mosaic, Netscape, and Cello.
- Anyone can download the Word Viewer free of charge and distribute it to friends and coworkers at no charge. With this product, sharing Word documents online and offline is easier than ever before.

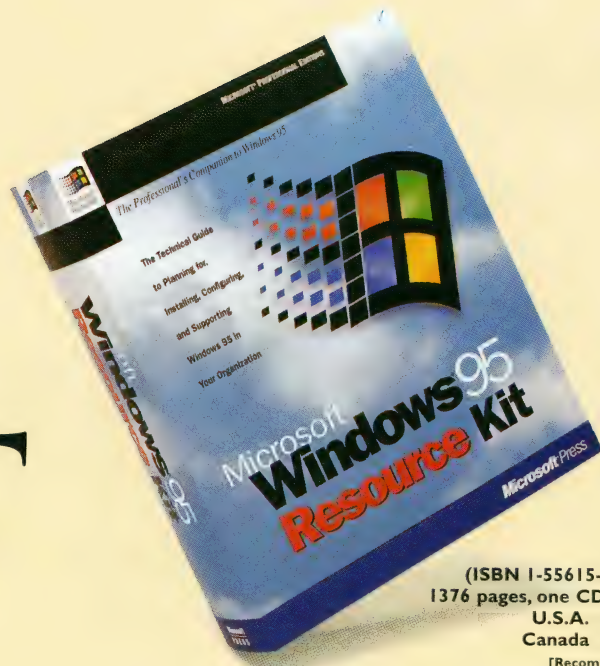


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Building a Better Newsletter

Microsoft Publisher for Windows makes it easy

The goal of a good desktop publishing program should be to make decisions easy, leaving you the creative energy to make a newsletter that is well-designed and meets the needs of your readers.

Creating professional-quality newsletters can be a long and complex job for those who don't have desktop publishing experience. Long lists of column, font, design, and art choices can be confusing and detract from the finished product. The goal of a good desktop publishing program should be to make such decisions easy, leaving you the creative energy to make a newsletter that is well-designed and meets the needs of your readers.

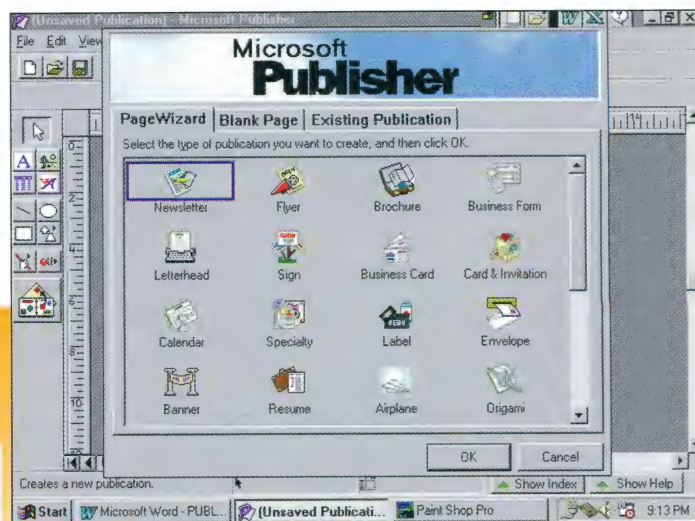
To help you create better print communications, *Microsoft Magazine*

provides you with the steps to use Microsoft Publisher 2.0 and Microsoft Publisher 3.0 for Windows 95 to create a company newsletter. The process is much more simple than you might expect. If your stories are already written, you can create a newsletter, from start to finish, in less than two hours. Here's how:

Creating the Template

1. Start up Publisher for Windows. The PageWizard™ design assistant will appear with a wide array of communications you can create.

The PageWizard guides you through the creation of many different printed pieces.



Newsletter Design Tips

Are newsletters an important form of communication? Even in the face of the current multimedia and Internet explosion, newsletters satisfy people's need for updated information, usually on subjects closely tied to how they work or live. Creating a newsletter is the easy part. It's what kind of newsletter to create that challenges most users. Knowing what types of newsletter designs are best for specific situations comes from understanding what you wish to accomplish with your newsletters and what your reading audience expects from you.

Modern Style Are you trying to educate, inform, or entertain?

Information moves best in Modern styles, with sans-serif (straight letters with no hooks) fonts.

Classic Style Education flows in Classic styles, with fonts such as Geneva or Times.

Jazzy Style If entertainment is your goal, try a Jazzy format and go wild on fonts and embellishments.

Information reads better in three columns, such as in newspapers. The less columns you use, the more informal your presentation appears.

Newsletters covering many topics and pages might mix up the number of columns, headlines and subheads, and fonts, to give different looks to each section.

Create your newsletter to meet your mission. As Frank Lloyd Wright once said, "form follows function."

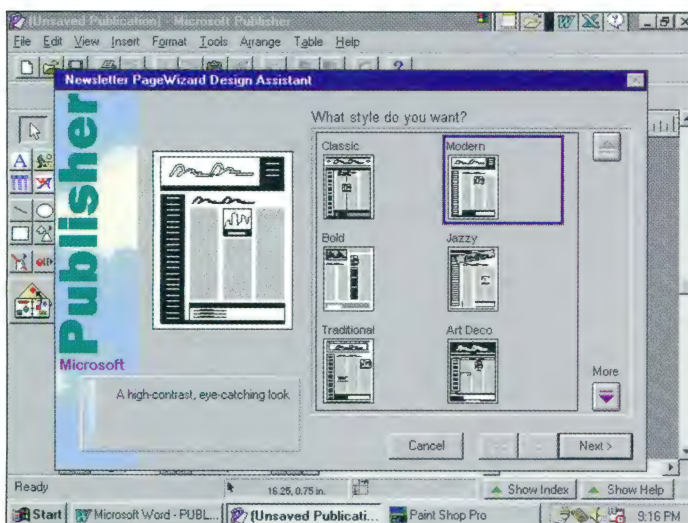
2. Select Newsletter, and then click OK. The PageWizard brings you to the next step in the process, choosing a newsletter style. Each style is suitable for a different purpose, such as an interoffice newsletter or a PTA brief. Some are even designed for use with special paper and colored inks. Select the Modern-style newsletter. This is a sound choice for most businesses. It incorporates the high-contrast, eye-catching clean lines and layout common to most business papers. The PageWizard then steps you through the choices available for this design.
3. Make your choices, clicking the Next button at the bottom of the PageWizard box to move you to the following selection. If you decide against a choice at a later time, you can back up

through the process and enter a new selection.

The first selection is the number of columns. A three-column layout works best for newsletters. The next selection is the number of stories you want on each page. Two or three stories on an 8 1/2 x 11 page gives you enough room to say what needs to be said without writing too much or too little. Now enter the title of your newsletter. Create a title that will get your audience's attention. Complete the option for a table of contents (not necessary for a one- or two-page newsletter), set the date, volume, and issue numbers. This takes care of the main style selections.

After you've selected the page count, indicate if there will be a mailing label and whether you wish to print on one side

Modern Style works best for information-based newsletters.



or two. The PageWizard will now generate your newsletter template.

4. Now the PageWizard will ask if you want step-by-step help in adding text and illustrations. If you select Yes, help topics for virtually every area of newsletter creation will be listed to the right of your newsletter template. Simply click on the topic to learn how to accomplish that specific task.

Expanded PUBLISHER 3.0 Print Options

The words “just print” have always hung like the sword of Damocles over the heads of would-be publishers. But thanks to the Microsoft Publisher 3.0 for Windows 95 help system and the valuable information on choosing the right paper, printing at a commercial printer, binding tips, and other information found in *The Publisher Companion* booklet (which is included with Publisher 3.0 for Windows 95), you can laser print a proof of your newsletter on your PC and use Publisher’s Outside Print Setup and Print To Outside Printer commands to output your files in black-and-white, grayscale, spot color (including support for printers with resolutions greater than 1,200 dots per inch), or full-color proofs on a color printer. An “Options” button in the spot color dialog makes it easy to choose the spot colors you want, set black to overprint, or even to set black text to overprint at any point size you wish.

In addition to the usual printer support common to Windows 95-based programs, Publisher provides a special

Design Enhancements

Publisher will guide you in placing and formatting various design elements. It’s actually easier to add the design elements first and place the text last. Click on the Design Gallery at the bottom of the tool bar on the left side of the screen. The Design Gallery gives you a large selection of classic design elements in a number of “need ’em now” categories: Headlines, Ornaments,

Pull Quotes, Sidebars, Table Of Contents, and Titles. If you are unsure of what to do with one of the elements of your newsletter, click the right mouse button on that element. You get a list of things you can do, such as cut, add, and resize. For example, to change the headline style:

1. Click on the headline in your newsletter, click Design Gallery, click Headline, and then select Corner (a standard, bent-corner design).
2. Clicking Replace Object will bring the new headline down onto your newsletter page and replace the existing headline with your new choice.
3. Double-clicking on the headline will allow you to enter the headline text.

For Publisher 2.0, select WordArt, drag out the frame on your newsletter, and then type in your headline. While you can change the font, Publisher 2.0 does not support the same design flexibility as Publisher 3.0.

Adding Pictures

To add a visual to your newsletter, create a picture frame by clicking on the Picture tool in the tool bar. Draw a frame in your newsletter and click and drag the resizing marks to fit it to your publication. Double-click inside the frame for ClipArt Choices. You can also replace a picture by deleting the image and using the existing frame. Right click in the frame and select Insert Object. You can find more images in Publisher 3.0’s ClipArt Gallery. There are 150 images in the floppy-disk-based program, and over 1,200 images in the CD-ROM version. Select an image and click to put it on the page. You also have the flexibility to import color and black-and-white images in the most popular image formats, including PCX, PICT, and TIFF.

Entering Text

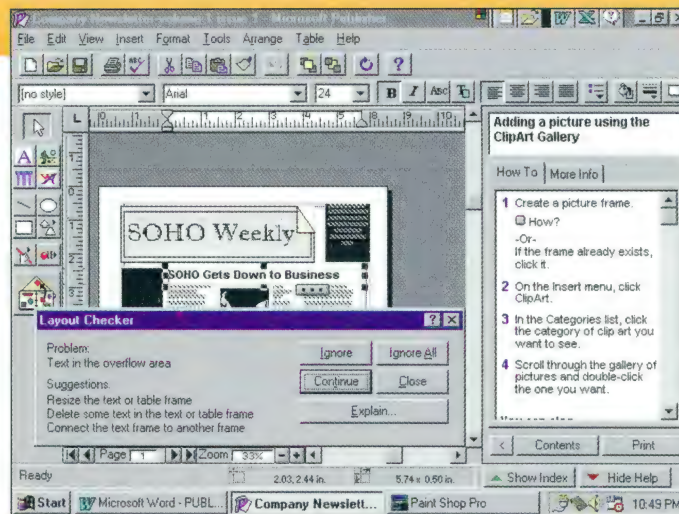
You can enter text directly into Publisher by clicking on a text frame and typing away. Or you can import text from another document by clicking on one of the text blocks in the newsletter, right clicking, and choosing Insert Text File. This brings you to a Browse window that will be familiar to users of just about every Microsoft product. Once you have found the word document you wish to import, click on it. Publisher drops it right onto the page, automatically flowing the text around pictures to make it fit. Repeat this step for the other stories you want in your newsletter.

If you need to insert a table of text information and/or numeric data, Publisher has a built-in table-making tool as well. Click on the Table toolbar button and draw out a box for your table much as you did the picture frame, and then type in data or import from Excel or another program.

Editing and Proofing

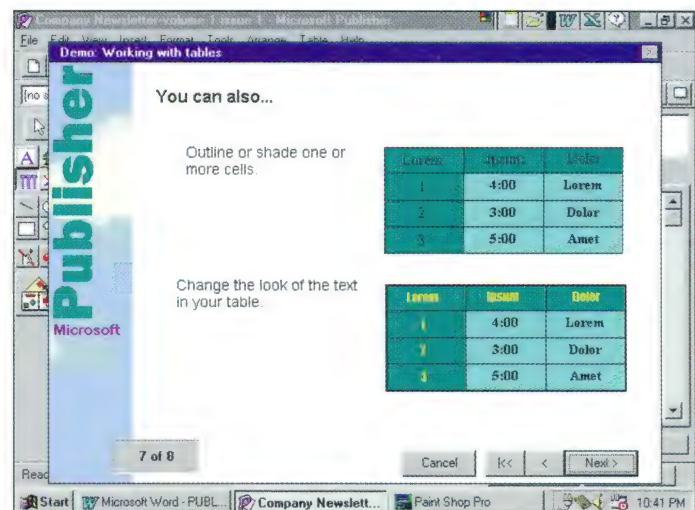
When all your copy has been entered and the design elements placed to your liking, you need to make sure that everything fits correctly and that nothing is misspelled. Use the Layout Checker tool to make sure your design works on the page. Select it from the Tools pulldown menu. The Layout Checker will examine your newsletter and suggest fixes to anything that needs to be corrected from a design standpoint. You can accept or ignore its suggestions. When the check is done, you should edit the copy. Use the Zoom feature at the bottom left of the frame to get a closer look at the words. Delete what does not fit, taking care to keep your sentences grammatically correct.

Click on the Spell Checker from the Tools pulldown menu to ensure that your



The Layout Checker reviews your design for proper form.

Information such as tables and charts can be easily added to your publications.



spelling is correct. It's also a good idea to have someone else read your newsletter, so their eyes can pick up anything you might have missed. Once this has been done, and you are satisfied with the content and appearance, you are ready to print. The hard work of creating a newsletter is done. Now all you have to do is select a printer. Outputting can be as simple as clicking the Print button. Using

a commercial printer entails more options that you can select from the Print menu.

If creating a newsletter is this easy, think about how Publisher can help you improve communications wherever written or printed material are necessary. Whether it's for a Boy Scout Troop or a 100-person office, Publisher 2.0 and Publisher 3.0 for Windows 95 keeps you looking and reading well. M

Answers to YOUR Top Questions

about
Windows
95

Since the August launch of the Windows® 95 operating system, users worldwide have expressed tremendous interest in the new operating system and have been flooding Microsoft with questions about it. All the questions here are the ones that users most frequently ask the people staffing the lines at Microsoft's support centers. No doubt some (or all) of these questions have crossed your mind as well in the past couple of months. Here are the answers. We hope you find them helpful:

How do I make **a copy of a floppy** disk in Windows 95?

Use the following steps to copy a floppy disk:

1. Double-click My Computer.
2. Use the right mouse button to click the floppy disk drive containing the disk you want to copy, and then click CopyDisk on the menu that appears.
3. In the Copy From box, select the drive containing the disk you want to copy. In the Copy To box, select the destination drive, and then click Start.

You can also use the Windows 95 Explorer to accomplish this same task. To use Explorer, click the Start button and click the Explorer folder. To copy a floppy disk in Explorer, right-click the floppy disk icon in the left side of the window (you may have to scroll to get to it), select Copy Disk, and follow the instructions given.

What are the **minimum system requirements** for installing Windows 95?

Computer: 386DX processor.

Memory: 4 MB (8 MB recommended). To run the Microsoft Network (MSN), Microsoft Exchange, or multiple 32-bit programs at the same time, you need 8 MB. In fact, using Windows 95 with 4 MB of RAM will prevent you from running many new applications and will yield only the same levels of speed and performance that you currently get with Windows 3.1.

Hard disk: 20 to 90 MB of available hard disk space, depending on whether you are upgrading to Windows 95 and on the Setup options you choose.

Video: VGA or higher resolution (SVGA recommended).

Hardware: High-density floppy disk drive, CD-ROM drive, or the ability to install from a network server.

Pointing device: Microsoft Mouse or a compatible pointing device.

A friend has a version of Windows 95 that includes more features than my version. Why doesn't my version have **the same features?**

Windows 95 is available on both CD-ROM and floppy disks. To obtain the CD-ROM Extras for Windows 95 upgrade on 3.5-inch high-density disks, use the coupon included in your Windows 95 package. You can also download the CD-ROM Extras for Windows 95 upgrade from the Microsoft Software Library on the Internet and Microsoft Network. For more information on downloading the CD-ROM Extras for Windows 95 upgrade, please see the Extra.txt file in Windows.

How do I **add or remove** Windows 95 components?

To add or remove Windows 95 components, follow these steps:

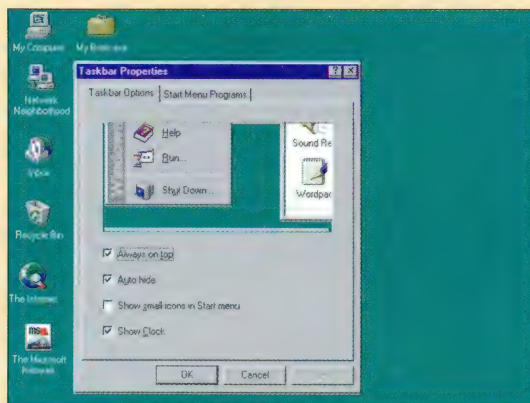
1. Click the Start button, choose Settings, and click Control Panel.
2. Double-click the Add/Remove Programs icon.
3. Click the Windows Setup tab, then follow the instructions.

I upgraded to Windows 95, and now I don't see Program Manager.
How do I run programs in Windows 95?

All of your Windows 3.1 program groups have been converted into cascading menus off the Start menu in Windows 95. To run your programs in Windows 95, click the Start button, choose Programs, choose the group containing the program you want to run, and then click the Program icon.

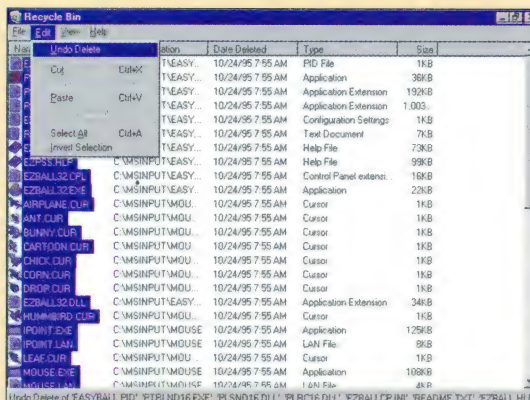
3 quick **TIPS**

How do you get more screen real estate?



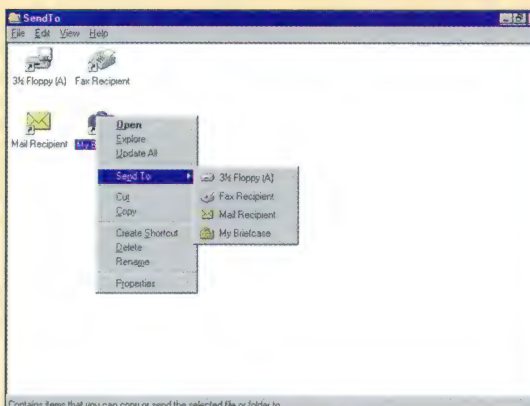
By hiding the Windows 95 Task Bar when you are not using it. Do this from the Task Bar Properties screen shown opposite.

What's the fastest way to undelete a group of files in your Recycle Bin?



Open the Recycle Bin, highlight the ones you want to undelete and click Undo Delete from the Edit menu.

Can you add or delete items from the SendTo option that comes up when you right-click a filename?



Yes, by adding or removing shortcuts to send destinations from the SendTo folder within the main Windows folder.

Is it true that **filenames in Windows 95** are not limited to eight characters plus a three-character extension?

Yes. In Windows 95 you can create filenames of up to 255 characters. For example, you can create a filename called December Summary Report. If the program you are using does not recognize long filenames, Windows 95 will truncate the name when it is viewed from within the application.

How do I **create or modify** file associations in Windows 95?

A file association identifies the application that is used to create or open a file. For example, Microsoft Word files are displayed with a Word icon because of their association with Word. To create, modify, or remove file associations, use the following three steps:

1. Double-click My Computer.
2. In the View menu, click Options.
3. Click the File Types tab. To create a file association, click New Type. To modify an association, click the file type in the Registered File Types box and then click Edit. To remove an association, click the file type and then click Remove.

When you double-click a file type without an association, Windows 95 opens a dialog box so that you may create one.

What is a **shortcut**, and how do I add one to the Start menu?

A shortcut is a link to an object (such as a program or document). A shortcut can point to a file on your computer, a network server, MSN, or the Internet. A shortcut can even point to a paragraph in a document. To add a shortcut to the Start menu, follow these two steps:

1. Use the right mouse button to click the task bar, and then click Properties on the menu that appears.
2. On the Start Menu Programs tab, click Add, and follow the instructions.

For more information about creating shortcuts, click the Start button, click Help, click the Index tab, and search for Shortcuts.

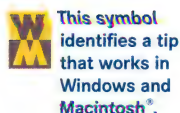
How can I **view two drives at once** as I did using File Manager in Windows 3.1?

To view two drives in Windows 95, use the Windows Explorer or open them from My Computer.

What is **Microsoft Plus!** for Windows 95?

Microsoft Plus! for Windows 95 is a software package that allows you to customize and maintain your PC at optimal levels. It also includes the Microsoft Internet Explorer (so you can surf the Internet), Dial-Up Networking Server (so that other computers can dial into your computer), new DriveSpace disk compression, 3D Pinball, and Desktop Themes (for personalizing your desktop with wallpaper, icons, and screen savers). M

tips and tricks on **WORKING SMARTER** with **Microsoft Office**



MICROSOFT OFFICE 4.3

Microsoft Office is a tremendous environment for getting your work done quickly and efficiently. Over the next six pages, we offer you a chance to improve even further on what it can do for you with tips for using Microsoft Office applications on both the Microsoft Windows 3.1 and Windows 95 operating system platforms.

All the major applications included in Office, with the exception of Microsoft Access, have a Find File feature. This feature works the same whether you run it from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or the Microsoft Office Manager (MOM) toolbar. These are the general rules for the types of files you can preview using Find File:

- To preview a file using Find File from Microsoft Word, you must have a file converter for that type of file installed on your computer.
- To preview a file using Find File from Microsoft Excel, PowerPoint, or the MOM toolbar, the file must be saved with summary information. If the file is a Microsoft Excel file, the first sheet in the workbook must be a worksheet, a chart, or a Microsoft Excel 4.0 macro sheet.

You can use the Find File button on the Microsoft Office Manager (MOM) to locate your files. Some of those files can be displayed as a preview. Whether or not the files can appear as a preview depends on the application that created them.

PREVIEWING FILES USING FIND FILE

FROM: **Microsoft Word**

PREVIEW: Microsoft Word documents
Microsoft Excel workbooks
Text files
Any file you can open in Microsoft Word

FROM: **Microsoft Excel, PowerPoint, or the MOM Toolbar**

PREVIEW: Microsoft Excel workbooks
PowerPoint presentations
Text files

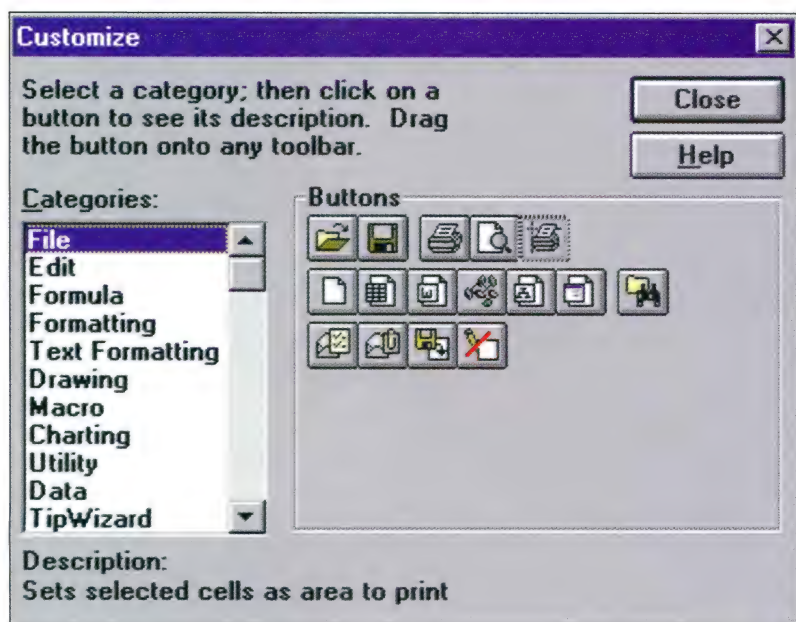
You cannot use the Find File feature in any Office application to preview a Microsoft Access database, nor does Find File operate from Microsoft Access itself.

MICROSOFT EXCEL 5.0



In Microsoft Excel, it's easy to print a specific range that includes row and column titles each time you print your sheet.

If you print the same range repeatedly, set your print area before you print. You can also specify rows or columns that you want to repeat on every page when you set your print area.



To set your print area in Microsoft Excel 5.0, select the range that you want to print and choose the Set Print Area button, which is located in the File category of the Customize dialog box.

To set both print area and print titles:

1. Select the worksheet that contains the data you want to print.
2. From the File menu, choose Page Setup.
3. Select the Sheet tab.
4. With the insertion point in the Print Area box, select the range or ranges on the worksheet that you want to print. You can also type cell references or defined names in the Print Area box.
5. If you want to print titles at the top of every page, select the Rows To Repeat At Top box under Print Titles. If you want to print titles at the left of every page, select the Columns To Repeat At Left box under Print Titles.
6. On the worksheet, select the rows or columns that you want to print on each page. You can also type a cell reference or defined name in the Rows To Repeat At Top box or the Columns To Repeat At Left box.
7. To close the Page Setup dialog box, click OK.
8. Click the Print button. Only the specified print area will print.

To print a selected range, follow these steps:

1. Select the range you want to print.
2. From the File menu, choose Print.
3. Under Print What, choose the Selection option.
4. Click OK.

To open a workbook at startup, place it in the XLSTART directory, which is located in the same directory as the Microsoft Excel program. All workbooks placed in this location open automatically when you start Microsoft Excel. Your workbook can include one or more of the following: worksheets, chart sheets, Microsoft Visual Basic modules, dialog sheets, and Microsoft Excel 4.0 macro sheets.



Note that when you place a template in the

You can set up Microsoft Excel 5.0 so that it automatically loads a specific workbook every time you start it up.

XLSTART directory (Excel Startup for Macintosh), it appears as an option either in the New dialog box when you choose New from the File menu or in the Insert dialog box when you choose the Insert command from the sheet-tab shortcut menu. To display this shortcut menu, click a sheet tab with the right mouse button.

For additional information on opening workbooks at startup, see the section titled "Controlling How Microsoft Excel for Windows Starts Using Startup Switches" in Chapter 35 of the *User's Guide*.

Using Multiple Sheets

To edit or print a selection of sheets in your workbook, press and hold down SHIFT or CTRL (SHIFT and  COMMAND key on Macintosh) while clicking a worksheet tab. Press SHIFT and click a sheet tab to select all the sheets from the active sheet to the sheet tab you select. To select sheets one at a time, press CTRL (or  COMMAND key on Macintosh) and click a sheet tab. When you're in Group mode, the grouped sheet tabs are highlighted and the word Group appears to the right of your workbook name on the title bar. Any data you enter or any formatting you apply to one sheet in the group will be applied to the corresponding cells in each sheet in the group.

To print the selected sheets in the same workbook:

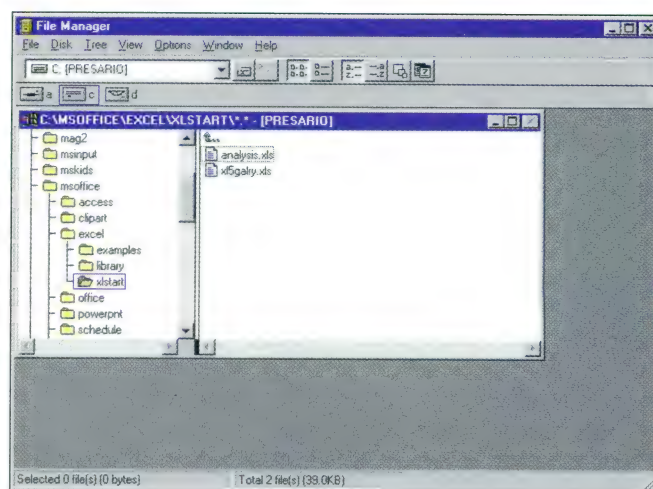
1. From the File menu, choose Print.
2. Under Print What, make sure the Selected Sheets option is selected and choose OK.

Note that if you defined print areas for any of the selected sheets using the sheet tab of the Page Setup dialog box, only those print areas will be printed.

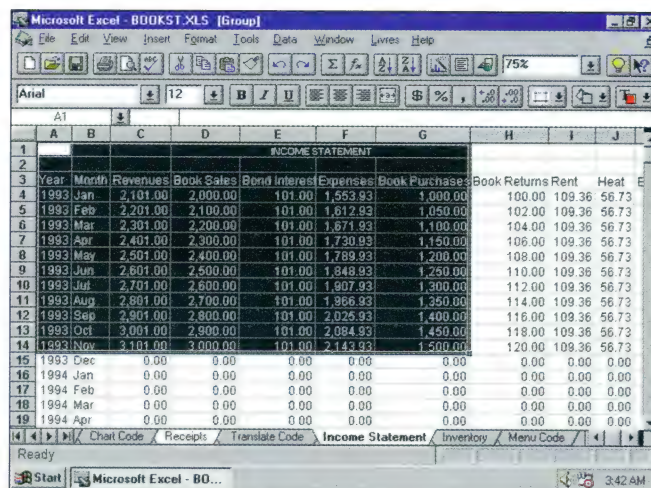
When all the sheets in the workbook are grouped, activating another sheet in the workbook ungroups the sheets. If only some sheets are grouped, you can activate any sheet in the group and remain in Group mode. In this case, you ungroup the sheets by clicking a sheet tab outside the group. Alternatively, you can click a sheet tab in the group with the right mouse button and choose Ungroup Sheets from the shortcut menu.



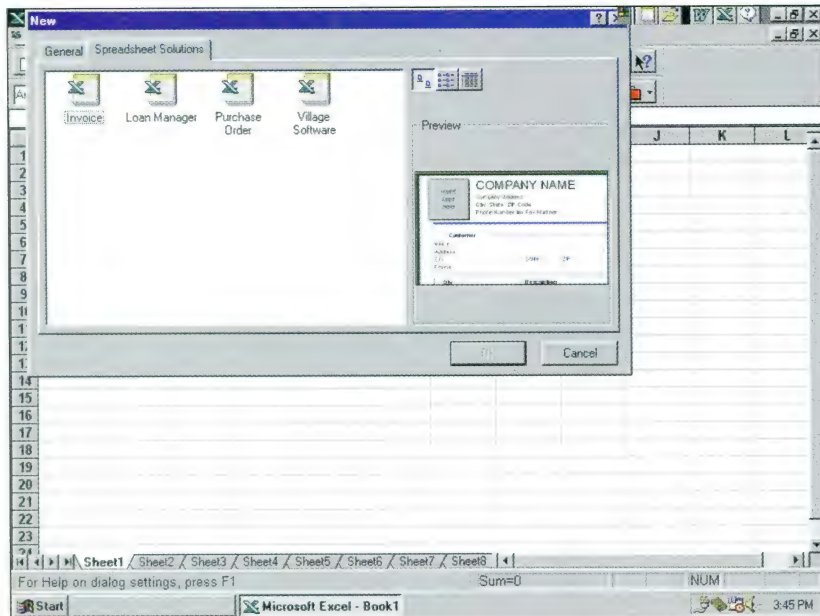
You can simultaneously print multiple sheets in Microsoft Excel 5.0, which saves you the time of having to print one after the other.



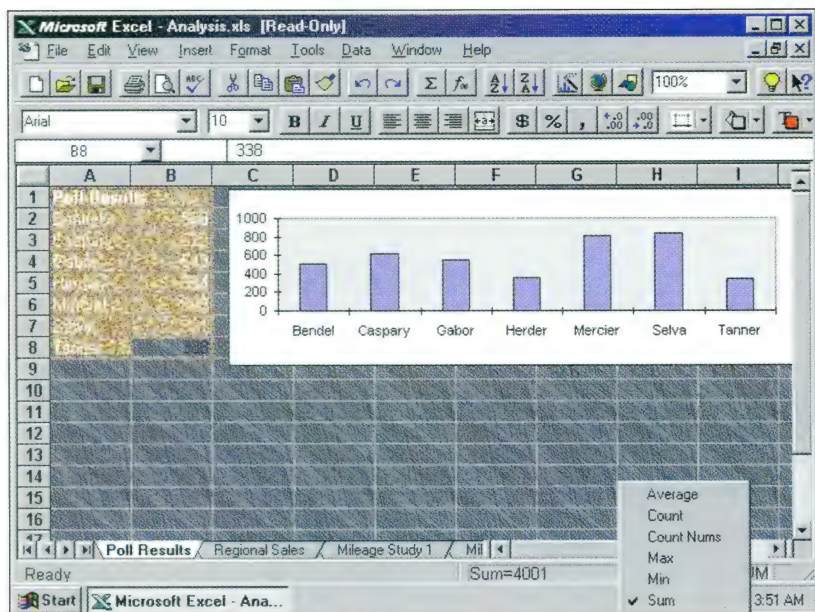
Place workbooks in the XLSTART directory (or the Excel Startup Folder for Macintosh) to have them opened at startup.



In Microsoft Excel's Group mode, the word Group appears to the right of the workbook name on the title bar.



Spreadsheet Solutions contain many ready-to-use Excel templates.



The AutoCalculate button appears in the status bar at the bottom of the screen in Microsoft Excel for Windows 95.

MICROSOFT EXCEL FOR WINDOWS 95

Microsoft Excel for Windows 95 Spreadsheet Solutions contain pre-formatted Excel templates. All you have to do is add data such as names, addresses, and figures where indicated.

Microsoft Excel for Windows 95 gives you a head start with Spreadsheet Solutions templates. These templates make it easy to accomplish a wide variety of business and home tasks. Access the templates by selecting the File menu, clicking New, and selecting Spreadsheet Solutions. Highlight the template

you wish to use and click OK, then fill in data where the spreadsheet prompts.

Template Wizard with Data Tracking allows users to easily turn their existing spreadsheets into templates. To use the Template Wizard, select the Data menu, then click on Template Wizard. The Wizard will walk you through the steps necessary to create your own custom spreadsheet template.

You can use a new Microsoft Excel for Windows 95 feature called AutoCalculate to quickly perform calculations on a group of selected cells.

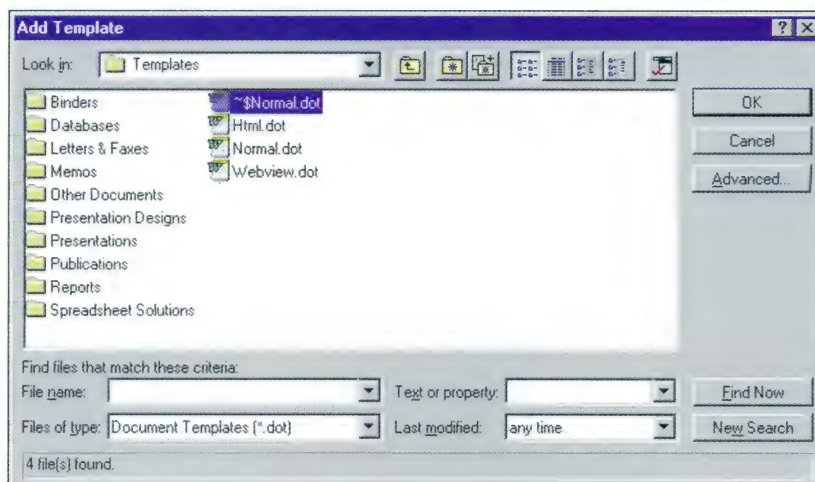
With AutoCalculate, you do not need to use a calculator or enter temporary formulas on a worksheet when you want to quickly check a total. Now you can just select the range you want a sum for, and the answer appears in the status bar at the bottom of the screen. You can also average the

selected numbers or count the entries by clicking the AutoCalculate area in the status bar with the right mouse button.

Longtime users of Microsoft Word can gain quick access to templates they created in previous versions of the program with a tab called **Shortcut To Old Templates** in the File New dialog box.

MICROSOFT WORD FOR WINDOWS 95

If there is a tab in the File New dialog box with the Shortcut To Old Templates label, Microsoft Word for Windows 95 has created a shortcut to the template location of the old version of the program. For example, Microsoft Word 6.0 was probably installed in a directory called C:\Winword, and user templates were probably stored in the C:\Winword\Template directory. Because Microsoft Word for Windows 95 uses the C:\MSOffice\Templates folder by default, a special tab is needed to make the previous templates available. Remember that this is a shortcut to the old templates; you should be cautious when deleting files from the old C:\Winword directory. If you delete the actual templates from C:\Winword\Template, the shortcut tab in the File New dialog box will not appear since it points to an empty folder.



The shortcut to old templates in Microsoft Word for Windows 95 can create a shortcut to the templates you used in your previous version of the program.

MICROSOFT WORD FOR WINDOWS 6.x

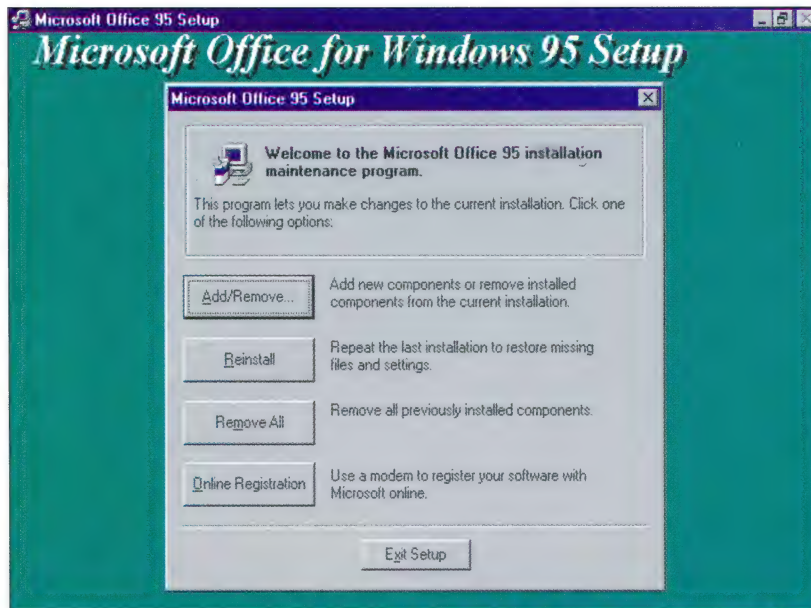
You may have wondered what the rules are governing the naming of macros in Word for Windows. Word for Windows supports longer names for macros, but you need to be aware that there are some limitations to the characters you can use in the macro names.

The macro name must start with an alpha character and thereafter can be any combination of alphanumeric characters. However, Word for Windows does not support underscores or dashes, which are commonly used in MS-DOS.

A Microsoft Word for Windows macro name can be up to 80 characters long using Word 6.0, and 32 characters if using earlier versions (Word for Windows 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c).

In earlier versions of Microsoft Word, several options were automatically installed in a typical setup. To add these components, run Setup again and choose the Add/Remove button to specify the components you want to use.

Use the Setup program that comes with Word for Windows 95 to install extra options.



Microsoft Word for Windows 95 comes with a number of features that you won't see if you opt for the Typical Installation when you load the product. These include the WordArt, Grammar Checker, and the GIF filter features, which were included in previous versions of Microsoft Word.

MICROSOFT ACCESS 2.0

By following a few simple tips, you can significantly improve combo box and list box performance in Microsoft Access 2.0.

These tips will improve combo box and list box performance in Microsoft Access 2.0:

- Include only fields from the record source that are absolutely necessary. Extra fields can decrease combo or list box performance.
- Index the first field that is displayed in the combo or list box.
- Index any of the fields used for criteria (for example, when a combo or list box is based on a criteria query).
- In combo boxes, set the AutoExpand property to No if it is not needed.
- Do not hide the combo box's bound column by setting its width to 0 in the Column Width property. If the bound column is visible, Microsoft Access knows what values to display in the combo box when you select a record in Form view. If the bound column is hidden, Microsoft Access must perform a search to find the correct combo box values for the current record.

- Create a default value for combo boxes. Combo boxes try to match whatever is entered in them, so if there is no default value for the combo box, it tries to match a null value when it is first opened. An example of a default value for a combo box is as follows:

```
=[combobox].ItemData(0)
```

In the example above, [combobox] is the name of the combo box, and ItemData(0) refers to the first row of the combo box. The default value of the combo box becomes the value in its first row.

- Use unbound subforms to display data when there are many records.
- The first nonhidden column in the combo box should have a Text data type, not a Number data type. To find a match in the list, Microsoft Access must convert number values to text to perform the character-by-character match. If the data type is Text, Microsoft Access does not have to do this conversion. **M**

inside USER GROUPS

The leaders of five major U.S. user groups talk about what they get out of being involved

If you have ever had computer questions but didn't know who to ask then you should consider joining a user group. What user groups have to offer became apparent when we interviewed five user group veterans during the Mindshare User Group Summit held at Microsoft's headquarters in Redmond, Washington.

MICROSOFT MAGAZINE (MM) ■ What kinds of things do you do, as a user group, that most people probably don't know about?

JUDY BROWN, FOX VALLEY TECHNICAL COLLEGE COMPUTER USER GROUP CHAIR ■ We now do training sessions, which we have opened to the general public. We are a medium-sized to smaller group, but we did have a Microsoft Technology Fair last year and had over 1,200 people in attendance. At that point we had people driving from as far as five hours away to attend. In those cases, we have tried to encourage others in those (outlying areas) to establish their own regional special interest groups (SIGs) because they are not going to want to come that far regularly.

PAM BYBELL, BOSTON COMPUTER SOCIETY CHIEF EXECUTIVE OFFICER ■ What we found too was that a good number of our members belong to a small, local user group and are also members of the Boston Computer Society, which has 22,000 members. They get

different things out of that local setting—mostly local meetings and face-to-face social interaction. The large groups are able to deliver other services, such as providing discounts that are good nationwide with different computer manufacturers, large retailers, or online services providers.

LARRY SHAW, PACIFIC NORTHWEST PC USER GROUP PRESIDENT ■ There are a lot of different kinds of services user groups offer such as monthly meetings featuring new products, newsletters with unbiased reviews on products, training classes, and people to help answer your computer questions. Every user group has something different to offer, depending on the size of the user group and the kinds of things they do.

MM ■ What kinds of online services can user groups offer their members?

LARRY SHAW ■ Most user groups, ours included, operate an electronic bulletin board service. On our particular bulletin board, we also have an interconnection to the Internet so that our members have an Internet email address where they can send and receive Internet email.

MM ■ How do you make new members feel welcome at meetings?

TOM MCINTYRE, DANBURY AREA COMPUTER SOCIETY ■ We do that in the way we structure

the meetings. The first twenty or thirty minutes is what we call a random access, which is a Q & A from the floor. Questions come from the floor and hopefully they are answered from the floor. This gives a lot of people a chance to get their core questions answered.

MM ■ What is the biggest reason that people sign up as members of a user group?

CHRISTOPHER SARSON, WINDOWS ON THE ROCKIES USER GROUP ■ Well, one thing I know our members get out of our user group is the same kind of thing as a group of parents getting together to talk about their children. There's human contact. You can read a book and get the instructions, but you can't get the human interaction of the experience and the kind of sympathy that comes when someone says, "Yes, I had the same kind of problem and I didn't know what to do when he threw a tantrum either."

LARRY SHAW ■ It fulfills that part of the "high-tech, high-touch" formula where you sit so long in front of the computer that once in a while you've got to go out and talk to a real person. **M**

For More Information

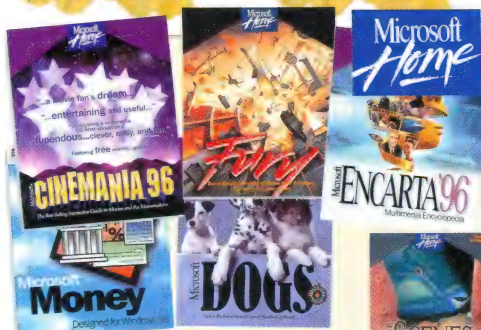
Internet: Check out the Mindshare user group home page at

<http://microsoft.com/mindshare/>

Fax: Call the Mindshare FaxBack service at (800) 228-6738 (x1). The FaxBack will guide you through a range of choices from finding a user group in your own area to tools on how to start your own user group.

Mindshare is Microsoft's user group support program that can help you find, join, or create a user group and has tools to help support existing user groups.

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Microsoft Reference

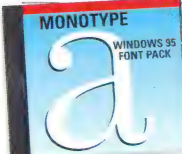
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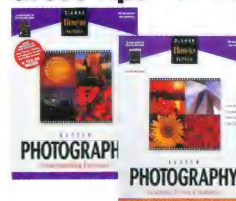


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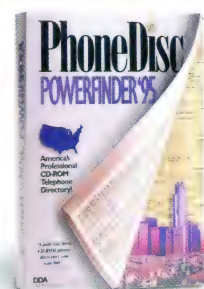
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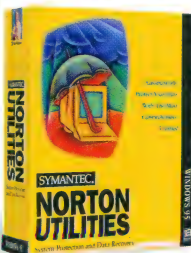


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Norton Utilities For Windows 95

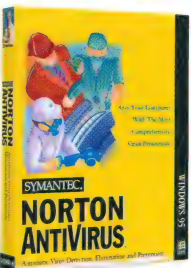


Don't move to Windows 95 without Norton Utilities! Because, in addition to tools for system protection and data recovery, Norton Utilities includes new features designed to prepare your system for the transition—and to automatically protect your work. The *Pre-Installation Tuneup* eases your migration to Windows 95. Once Windows 95 is installed, you'll never have to worry about system maintenance again, because you're protected.

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Norton AntiVirus For Windows 95

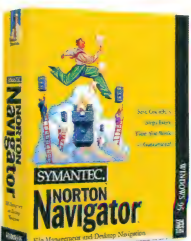


The risk of virus infection today is greater than ever. Unfortunately, virus protection made for previous DOS and Windows systems won't work under Windows 95. Norton AntiVirus provides complete virus protection for Windows 95—one simple, easy to use package that detects, destroys and prevents virus infections including the new polymorphic virus*. Norton AntiVirus' true 32-bit virus protection works automatically.

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Norton Navigator For Windows 95



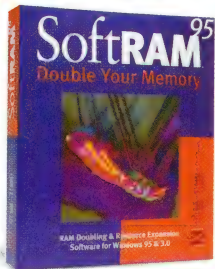
Norton Navigator lets you open folders or files with a single click. The file management features make Windows 95 faster and easier. You can zip or unzip any file; access Navigator's file management tools from almost any application or from the Windows 95 Explorer; even access Internet FTP sites from the file manager. Navigate through your folders via pop-up menus, find, copy or move; locate files, access recently-opened files, folders and more!

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Just click on First Aid 95's Windows Cleaner and your Windows 95 or 3.1 environment will be cleaned, safely, fast, and automatically! Supports over 100 popular 16-bit applications in both Windows 3.1 and Windows 95. As new 32-bit applications for Windows 95 appear, you can get First Aid's support for them from Cyber Media's BBS and CompuServe **FREE!** It helps with configuration problems for most sound cards, including Sound Blaster, Media Vision and others. It looks for mismatched drivers and configuration problems and FIXES them for you. First Aid 95 actually FIXES problems with your modem and online access to the Internet and most popular services. First Aid 95 is the **ONLY** product to ensure your applications will work trouble-free in both Windows 3.1 and Windows 95; and it's the only product that automatically detects and FIXES most common configuration problems, multimedia, network, printing, and 70 common applications, including MS Office Suite. First Aid 95 runs silently in the background and comes up when a problem arises. First Aid 95 extensive knowledge base covers over 10,000 Windows 3.1, Windows 95, and application problems.

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First Aid 95 checks Windows applications for problems related to them, and fixes them!

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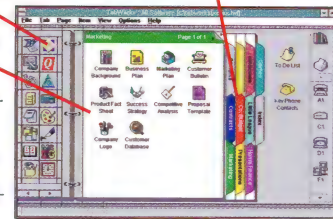
File documents in tabs you organize—by project, function, or client—or maintain one book for each subject. You can move between multiple books easily with the Bookshelf. And safeguard your books from unauthorized use by password protecting them. The Tool Area gives you quick drag and drop access to your drives, printer, and the Windows 95 Recycle Bin. With Windows 95 you can open more than one book, and drag and drop between books and the desktop. TabWorks—Don't use Windows without it!

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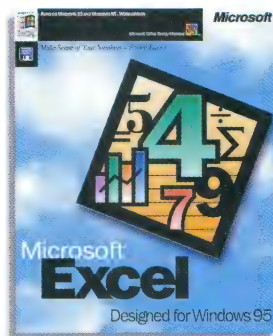
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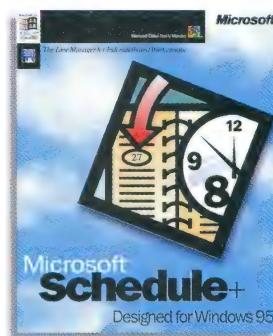


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- Microsoft Excel for Windows 95 helps you work the way you want to in order to get your job done easily.
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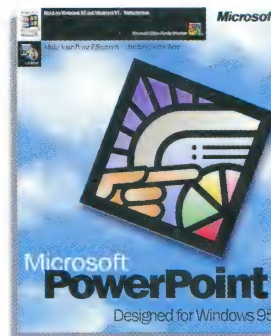
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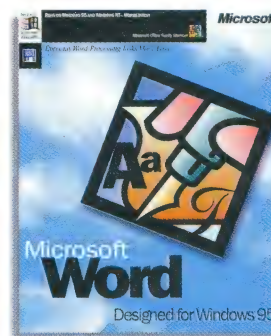


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- Microsoft PowerPoint for Windows 95 brings your presentations to life. Using AutoClipArt you can scan your presentation to visually convey your message with the maximum impact.
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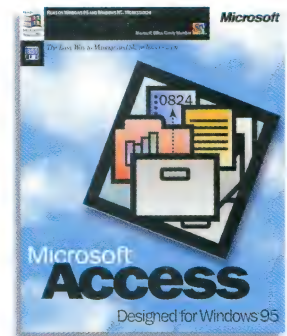


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- Microsoft Word for Windows 95 gives you the opportunity to make everyday writing tasks more automatic and complex tasks more simple.
- Get help in creating and sharing better-looking documents so that you can get more done in less time.

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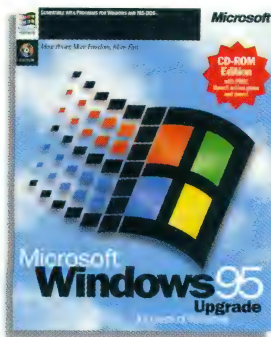


Microsoft Office for Windows 95, Professional and Bookshelf Edition on CD-ROM

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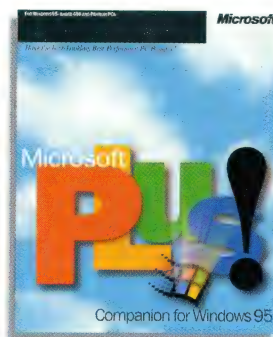


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- Unlock the potential of personal computing with Windows 95.
- Make your computing easier, faster, and more fun.
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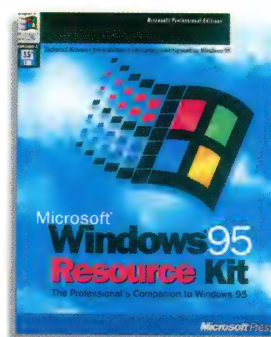


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- Gain a companion for the Windows 95 operating system that makes your computer self-maintaining.
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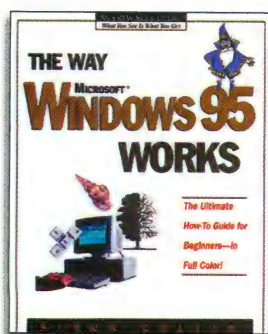
Windows 95 Resource Kit

- A comprehensive technical guide including planning, installation, networking, system management and configuration, and communications information for Windows 95.
- Contains information, tips, and tools to help you to roll out, support, and understand the product.
- Includes utilities and accessory software on CD-ROM (3.5-inch disks available).

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The Way Microsoft Windows 95 Works

- Colorful 128-page guide is the perfect introduction for new users.
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Microsoft Internet Explorer 2.0

- The easy-to-use Internet Browser designed for Windows 95.
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- Browser supports the industry standards for optimum Internet cruising.
- Included with Microsoft Plus.
- Download free of charge from the microsoft WWW home page at: <http://www.microsoft.com>

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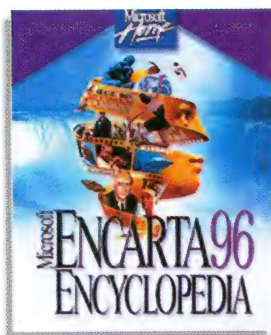
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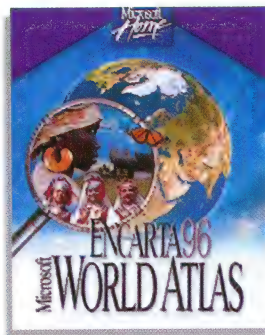


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- Test your skill and reflexes with nonstop action above, below, and on eight planet surfaces.
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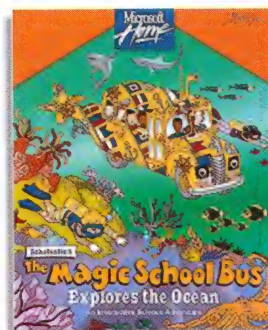


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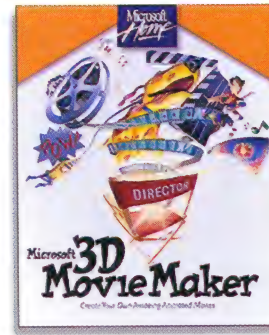


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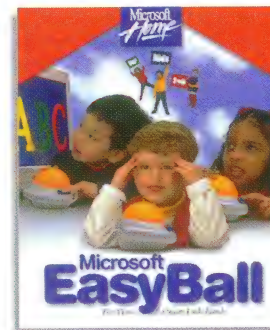


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K. Start Now Poster

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Answers to your Windows 95 questions in print and on line

Here's just a sample of the detailed answers Microsoft can offer to your questions and a run-down on the many ways you can obtain support.

During the holidays, you may purchase a CD-ROM drive, a high-performance video card, or another multimedia enhancement for your personal computer. Using the new Microsoft Windows 95 operating system, you'll find it is now easier than ever to configure such add-ons for use with your PC, particularly if they support the Plug and Play expansion standard pioneered in Windows 95. Not all add-ons are alike however, and you may find the following tips useful in setting up your devices.

Sound Advice

If you encounter either a complete lack of sound, a stuttering sound, static, or a memory parity error, the cause is most likely improper Direct Memory Access (DMA) settings on your system. To change the DMA and high DMA (HDMA) settings in Windows 95, do the following:

- a** Click the Start button, point to Settings, and then click Control Panel.
- b** Double-click System.
- c** Click the Device Manager tab.

d Click Sound, and then click Video And Game Controllers.

e Click your sound card, and then click Properties. To do this, you may need to select the Sound Card "Parent Device." For example, a Media Vision PAS 16 cannot have its DMA changed directly; you need to select the "Media Vision PAS with SCSI" device in order to proceed with these steps.

f On the Resources tab, make sure the Use Automatic Settings check box is clear. In the Device Manager, click your sound card, and then highlight the sound card and click on Properties.

g From the list of resources, select the DMA that you want to change. If there is more than one DMA option, select the "HIGH" DMA setting (5, 6, or 7).

h Click Change Setting.

i Click OK or Close, and restart your computer if necessary. One further note on sound card setup: If you're still loading a driver for the sound card in your Config.sys file or if your AUTOEXEC.BAT file contains any environment strings (for example, Set Blaster), you must update your AUTOEXEC.BAT

to reflect the updates you have made in Windows 95.

Video Vexations

Some multimedia systems need adjustments to their video performance to operate optimally. If you encounter jerky video playback, stuttering sound during video playback, or read errors while accessing some files on CD-ROM, or if your system stops when copying files from CD-ROM, the cause is most likely due to incorrect configuration of CD-ROM settings.

The Windows 95 CD-ROM file system with protected-mode drivers includes a "Read-Ahead" feature that is designed to provide smoother video playback, with faster and more efficient data streaming. The Read-Ahead feature can cause the CD-ROM drive controller to be driven faster than it was designed to be. To prevent this, follow these steps:

- a** Click the Start button, point to Settings, and then click Control Panel.
- b** Double-click the System icon.
- c** On the Performance tab, click File System.
- d** Click the CD-ROM tab.



e In the Optimize Access Pattern For box, select the setting that matches the CD-ROM drive you are using. Click OK. Restart the computer when you are prompted to do so.

f If the preceding steps do not solve the problem, repeat steps **a** through **d**. In the Optimize Access Pattern For box, select No Read Ahead. Click OK. Restart the computer when you are prompted to do so.

The preceding tips were taken from existing Microsoft Knowledge Base articles—#Q106549 and #Q132882. For more information about how to use Microsoft products, see the Microsoft Knowledge Base. It contains thousands of articles that include answers to common questions about using Microsoft programs. The Knowledge Base address on the World Wide Web is: <http://www.microsoft.com/kb/> You can also access the Knowledge Base on MSN with Go mssupport. M

Your guide to Windows 95 support

Microsoft provides an unprecedented number of free or no-charge support tools and support options that allow you to discover the power of Windows 95. Many of these self-help support options make reference to the Microsoft Knowledge Base and the Microsoft Software Library. In order to really take advantage of these great resources, here is a brief description of what these resources can offer:

Microsoft Knowledge Base

<http://www.microsoft.com/kb/>

The Microsoft Knowledge Base is the same database that Microsoft support engineers use to provide you with answers over the phone. The database contains more than 50,000 detailed articles with technical information about Microsoft products, bug and fix lists, documentation errors, and answers to the most commonly asked technical support questions.

Microsoft Software Library

<http://www.microsoft.com/kb/softlib/>

The Microsoft Software Library contains hundreds of free software add-ons, bug fixes, peripheral drivers, software updates, and programming aids. Included in the library are two Windows 95 Help files: the Windows 95 Support Assistant and the Hardware Compatibility List.

BUILT-IN SUPPORT

Built right into Windows 95, you'll find a variety of new and enhanced support tools designed to answer many of your questions on how to use Windows 95.

Windows 95 Tour

When you start Windows 95, you'll see the Welcome Screen, which contains a button

labeled Windows Tour. Select this button to launch a ten-minute interactive tour that will save you time and quickly get you up and running with the new Windows 95 features.

Windows Help System

You can find the answers to many of your questions about using the new Windows 95 features right on the Start button. The Windows 95 Help system is vastly improved over earlier versions and is much more task oriented. The new Windows 95 Help system has jumps that take you directly to features being described; and the Help window remains on the screen to provide a continual source of reference. The Windows 95 Help system also contains wizards that will direct you through such operations as installing printers and establishing dial-up networking connections. The new Help file also contains trouble shooting-guides and tips and tricks on how to use Windows 95.

Question Mark Buttons

Many dialog boxes in Windows 95 contain a question mark button that you can use to get information about any item in the dialog box. Once you click this button, the cursor changes to a contextual help pointer. You can then point to any item in the dialog box that you want information about and click on it. Windows 95 will display a detailed description of the item.

Read Me Files

When you install Windows 95, Setup copies several Read Me files to the Windows 95 directory. These Read Me files contain complementary or late-breaking information that supplements the Microsoft Windows 95 documentation. We recommend that you view any of these Read Me files in Notepad or the new WordPad.

Support Tools

Several Windows 95 support tools can be downloaded from the Microsoft World Wide Web server at no cost. These include the Windows 95 Support Assistant file (ASSIST.EXE). Developed by Microsoft Product Support Services (PSS) organization and the User Education Group, this help file runs on Windows 3.1, Windows for Workgroups, and the Windows 95 operating system.

Meanwhile, the Windows 95 System Check is a stand-alone application that you can use to ensure that your existing hardware meets the minimum requirements to run Windows 95. This application will check for processor type, hard-disk space, RAM, and certain applications that are known to cause problems during setup. You can get your copy of the System Check from the Migration Planning Kit located in the Technical Information and Support Area at:

<http://www.microsoft.com/windows/>

The Windows 95 Application Compatibility List (AACL95.HLP) clarifies which applications are compatible with the Microsoft Windows 95 operating system. The Windows 95 Hardware Compatibility List (HCL) contains a list of computer systems and peripherals that are compatible with the Windows 95 operating system.

The HCL makes clear which device drivers are located on the Windows 95 floppy disk, CD-ROM, or online services. For additional information on support options for Windows 95, look to the following address:

<http://www.microsoft.com/support/product/windows95/>

THE FUTURE OF CONSUMER SOFTWARE STARTS NOW

BY LISA BRUMMEL

WINDOWS 95 HAS OPENED UP NEW DOORS in the kinds of software we can develop for consumers. The new Windows 95 products we are bringing to market over the next few months are only the beginning of what is possible with this powerful new operating system.

You may have heard, for example, that online banking support is built into Microsoft Money for Windows 95. This allows you to carry out a wide range of banking services (such as transferring money between accounts, checking your balances, ordering checkbooks, and getting online statements from your accounts) if you have an account with one of

Microsoft's partner banks—and carry out many bill-paying functions even if you don't.

But this is only the start of what will be possible. As Microsoft increases the number of partners involved in this initiative, it will become much easier to work with your credit card information online, in the kind of secure environment necessary for doing such things as shopping on the Internet.

Likewise, we are only beginning to explore the potential of online reference books with the recent release of the Microsoft Encarta Intro Edition. This online encyclopedia gives you the same textual content of the disc-based encyclopedia Encarta 96 with some "representative" portion of the multimedia segments just by dialing into the Microsoft Network (MSN) online service.

Until now, the one constraining factor on the CD-ROM reference products we have released has been that once released, they're out there for a year before users see the next revision. But with the online features of Windows 95 and MSN, we are able to give people a very dynamic information resource—theoretically being able to release an updated product every day in online form. For example, we are now at work on our first online-only product—Car Source, which will be updated potentially on a daily basis.

Finally, our new 3D Movie Maker title (previewed on page 12) offers a glimpse of the kinds of three-dimensional characters you'll see in future animation and games products. Windows 95 uses graphics-handling technology that "redraws" the screen faster than ever before and also makes it much easier to do three-dimensional modeling. M

Lisa Brummel is group product manager in the Consumer Division at Microsoft.

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